

#### **Completing a Rehire Overview**

The Rehire Employee business process is applicable to both salaried and wage employees.

Employee Records are used to manage the history of the different jobs an employee may have. An employee's initial hire is assigned to employee record 0. All new employee records are incremented by 1. When adding a new employment instance, Cardinal asks if the new employment instance should be associated to the current employee record. For guidance on when to answer Yes or No to this question see below.

- Answer Yes if the employee is being rehired into the <u>same agency</u> and back into the <u>same</u> <u>employee type (i.e.</u>, wage to wage). This will hire the employee back into same employee record they had previously. Use this Job Aid for this process.
- Answer No if the employee is being rehired into a <u>different agency</u> OR back into the <u>same</u> <u>agency but into a different employee type</u> (i.e., wage to salaried). This creates a new employee record and hires the employee into it. See the Job Aid titled HR351\_Completing a New Hire for this process. This Job Aid can be found on the Cardinal website in Job Aids under Learning.

The **Personal Organizational Summary** page provides summarized information related to all current or previous jobs an employee has at the Commonwealth of Virginia. This page may also return results for people with no job information in Cardinal. When this is the case, only the employee's name and employee ID display. A review of the information on this page is necessary to determine how to process the rehire.

Personal data for the person being rehired will not be available to view or modify in Cardinal until the rehire is processed. Once fully rehired, go to the Modify a Person page to make updates, if applicable.

The Add Employment Instance process is also used when transferring an employee from one agency to another. For further information on transferring employees from one agency to another agency, refer to the Job Aid titled **HR351\_Managing an Inter-Agency Transfer**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Before starting the new hire process, validate that all data related to the position is as expected. This includes verifying whether the position is eligible for telework. For more information on reviewing Position Data, see the Job Aids titled **HR351\_Managing a Position** and **HR351\_ Managing an Employee's Telework Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

**Navigation Note**: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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#### **Revision History**

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <u>Section 1</u> , after Steps 1, 4, and 44). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



#### **Rehiring an Employee**

Before beginning, review the **Person Organizational Summary** page to get information about the employee's previous employment at the Commonwealth of Virginia.

Ste	p	Action
1.		Navigate to the Person Organizational Summary page using the following path:
		NavBar > Menu > Workforce Administration > Personal Information > Person Organizational Summary
The <b>P</b>	erse	on Organizational Summary Find an Existing Value page displays.
(	← Car	dinal Homepage Person Organizational Summary
8	Perso Find V Sea Enter a	n Organizational Summary an Existing Value rch Criteria ny information you have and click Search. Leave fields blank for a list of all values.
	Ð	Recent Searches Choose from recent searches
		Empl ID begins with
i		For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.		Enter the Employee's ID in the Empl ID field.
i		Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.



# Human Resources Job Aid

#### HR351\_Completing a Rehire

Step	Action
3.	Click the <b>Search</b> button.
	Search Clear

The Person Organizational Summary page displays showing the employee's previous job information.

	page				Per	rson Organizational	Summary		, ,	low Window		
Person Orgai	nizational Su	ummary								ICH WINDOW	ricip   Fers	ondiize Pa
Banana Split				Per	son ID 00863011900	D						
Employmen	Instances									Q		1 of 1 🗸
ORG Insta	nce 0		Last Hire	07/25/2024	Te	rmination Date 08/27/20	24					
Assignments	tus Inactive		Payroll Status	Terminated								
■ Q											1	• • [
Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Action	Action Reason	Job Code	Grade	Benefi
0	Inactive	Terminated	08/28/2024	18100	07/25/2024	Classified Salary	08/27/2024	Termination	Resignation	92313		Termin
	This p holds, deterr If ther	age pro or prev nine ho e is no	ovides /iously w to pr previou	summ held, a ocess is job	arized in at the Co the emp informat	formation ommonwe bloyee in C ion for the	regardir alth of V Cardinal. person	ng any oth ⁄irginia. Th in Cardina	er jobs the p his information	erson on help n Org	curre os to aniza	ently atio
	This p holds, deterr If ther <b>Sumn</b>	oage pro or prev nine ho e is no nary pa	ovides /iously w to pr previou ge disp :ational S	summ held, a ocess us job olays v	arized in at the Co the emp informat with only	formation ommonwe bloyee in C ion for the the emplo	regardir alth of V Cardinal. person byee's n	ng any oth /irginia. Th in Cardina ame and F	er jobs the p his information I, the <b>Perso</b> Person ID.	erson on help n Org	curre os to aniza	ently atio
	This p holds, deterr If ther <b>Sumn</b>	bage pro or prev nine ho e is no n <b>ary</b> pa	ovides /iously w to pr previou ge disp :ational S	summ held, a ocess us job olays v	arized in at the Co the emp informat with only	formation ommonwe bloyee in C ion for the the emplo	regardir alth of V Cardinal. person byee's n	ng any oth ⁄irginia. Th in Cardina ame and F	er jobs the p his information I, the <b>Perso</b> Person ID.	erson on help n Org	curre os to aniza	ently atio
	This p holds, deterr If ther <b>Sumn</b> Return	oage pro or prev nine ho e is no <b>nary</b> pa on Organiz	ovides viously w to pr previou ge disp rational S	summ held, a ocess is job olays v	arized ir at the Co the emp informat with only	formation ommonwe bloyee in C ion for the the emplo	regardir alth of V Cardinal. person pyee's n	ng any oth /irginia. Th in Cardina ame and F	er jobs the p his information I, the <b>Perso</b> Person ID.	erson on help n Org	curre os to aniza	ently
<b>)</b>	This p holds, deterr If ther Sumn Persc Return	page pro or prev nine ho e is no <b>nary</b> pa n Organiz	ovides /iously w to pr previou ge disp rational S	summ held, a ocess us job olays v ummary	arized ir at the Co the emp informat with only /	formation ommonwe bloyee in C ion for the the emplo	regardir alth of V Cardinal. person byee's n	ng any oth /irginia. Th in Cardina ame and F	er jobs the p his information I, the <b>Perso</b> Person ID.	erson on help n Org	curre os to aniza	atio



Step	Action
The New	Employment Instance Find an Existing Value page displays.
+	- Cardinal Homepage Add Employment Instance
Ad	Id Employment Instance
F	ind an Existing Value
Er	Search Criteria ter any information you have and click Search. Leave fields blank for a list of all values.
	2 Recent Searches Choose from recent searches
	Search by: Empl ID  v begins with
	Show more options
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
5.	Enter the Employee ID or Person ID and click the Search button.
	Search by: Empl ID V begins with
	Snow more options
	Search
i	Users may not have to search and may be able to bypass step 5.
The follo	wing message displays.
Γ	
	Do you wish to open the Job Data associated to this emplid: 00834817000 Employee Record: 0 (25101,91)
	Yes No
	If "Yes" is selected, please go back and click the "x" to close the <b>New Employment Instance</b> tab at the top of your screen.
A	New Employment Instance × D Job Data × +
	C C https://hrtrn.cardinal.virginia.gov/psp/hrtrn_14/EMPLOYEE/HRMS/c/ADM



# Human Resources Job Aid

Step	Action
6.	For guidance on how to answer this question, review the following scenarios below: <b>Scenario 1:</b>
	Click the <b>Yes</b> button if the employee is being rehired into the same Agency and back into the same employee type (i.e., wage to wage). This hires the employee back into the same employee record they had previously.
	Do you wish to open the Job Data associated to this emplid: 00834817000 Employee Record: 0 (25101,91)
	Scenario 2: Click the <b>No</b> button if the employee is being rehired into a different Agency or back into the same Agency but into a different employee type (i.e., wage to salaried). The <b>New</b> <b>Employment Instance</b> page displays. Clicking the <b>Add Relationship</b> button creates a new employee record that the employee is hired into. Refer to page 19 of the Job Aid titled <b>HR351_Completing a New Hire</b> to finish this rehire. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
	New Employment Instance         Empl ID       00834817000         Empl Record       1         Add Relationship



Ste	р	Action				
After of being	click the	ing the <b>Yes</b> bu previous termii	tton, the <b>Job D</b> nation action fo	<b>ata</b> page displays the r the employee.	e current record with the I	atest transaction
	Wo	rk Location	nation Payroll Sala	ary Plan		
	<mark>Banar</mark> Emplo	na Split yee		Empl ID 00863011900 Empl Record 0		
	Wor	k Location Details ⑦				1 of 1 🗸 🕨 🕨
		*Effective Date	08/28/2024		Go To Ro	»» + -
		Effective Sequence	0	*Action	Termination	✓
		HR Status	Inactive	Reason	Resignation	<b>~</b>
		Payroll Status	Terminated	*Job Indicator	Primary Job	
		Position Number		Analyst	Current	
		Position Entry Date	Override Position I 07/25/2024 Position Management Re	Cord		
		Regulatory Region	USA	United States		
		Company	DLI	Dept of Labor and Industry		
		Business Unit	18100	Dept of Labor and Industry		
		Department Department Entry Date	18100 07/25/2024	DEPT OF LABOR AND INDUSTRY		
						J
7.		Continue by c	clicking the Add	a Row button (+) to	add a new effective date	d row.
		Work Location Details	0		Q    4 4 1 of 1	
		*Effective	Date 08/28/2024		Go To Row	
		Effective Sequ	ence 0	*Action	Termination ~	
		HR S	tatus Inactive	Reason	Resignation ~	
		Payroll S	tatus Terminated	*Job Indicator	Primary Job 🗸	
					Current	



Ste	р	Action	ı							
The <b>J</b>	ob [	Data pag	ge refreshe	s with t	he new r	ow.				
	Wo	rk Location	Job Information	Payroll	<u>S</u> alary Plan	<u>C</u> ompensation				
	Banar	na Split	1			Empl ID 00	863011900			
	Emplo	yee			E	Empl Record 0				
	Wor	k Location D	etails ③						Q     1 of 2 v )	
		*Eff	ective Date 10/28/2	024 🗰	]				Go To Row	
		Effective	e Sequence 0				*Action	Termination		
			HR Status Inactive	9			Reason	Resignation	~	
		Pa	yroll Status Termin	ated		*Jo	b Indicator	Primary Job	~	
		Positi	on Number DLITR	101 <b>Q</b>	Analys	st			Current	
		Position	Entry Date 07/25/2 Posi	Override Po 2024 tion Managem	sition Data ent Record					
		Regulat	ory Region USA		United	States				
l			Company DLI		Dept o	of Labor and Indust	ry			
8.		The <b>Ef</b> the ref	fective Da	<b>te</b> field ded.	defaults	to the cur	rent s	ystem date.	Update this date to the da	te of
		*Effeo	ctive Date 10/28/202	4					Go To Row	
		Effective	Sequence 0				*Action	Termination		
		ŀ	IR Status Inactive				Reason	Resignation	~	
		Payr	oll Status Terminate	ed		*Job	ndicator	Primary Job	~	
9.		Click tl	ne Action of	dropdov	vn button	and sele	ct "Re	hire".		
		*Effe	ective Date 10/28/20	24					Go To Row	
		Effective	Sequence 0				*Action	Rehire	✓	
			HR Status Active			I	Reason		~	
		Pay	roll Status Active			*Job Ir	dicator	Primary Job	~	
ĺ		The ac record was co conver Cardin addres	ction of "Re ) in Cardina onverted int ted. There al employn is prior serv	hire" is al. Whe o Cardi fore, th nent his vice usi	only avai n Cardin nal, but r e action tory (job ng the ap	lable if th al was es not all ina of "Hire" a record) e ppropriate	e emp stablisl ctive e and re xists. fields	bloyee has a hed, all emp employment ason of "Ne The <b>Emplo</b>	historical job record (employee personal data from F history (job data) was w Hire" must be used if no <b>hyment Data</b> page is used t	oyee MIS



Step	Action
10.	Click the <b>Reason</b> dropdown button and select the applicable reason for "Rehire".
	*Effective Date       10/28/2024         Effective Sequence       0         HR Status       Active         Reason       Rehire         Payroll Status       Active
i	For further information on valid Action and Reason code combinations, see the Job Aid titled <b>HR351_Action Reason Codes</b> . This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
A mess Date.	age displays asking and the user must confirm that the effective date matches the Job Begin
C C Tr	Infirm that the effective date matches the Job Begin Date on the New Hire paperwork. (25101,146) Infirm that the effective date matches the Job Begin Date on the New Hire paperwork. Otherwise, correction by the Cardinal PPS Team would be quired
11.	Confirm the effective date and click the <b>OK</b> button.
12.	Enter the Position Number in the <b>Position</b> field and press the <b>Tab</b> key.          Position Number       DLITRN01       Q         Analyst       Override Position Data         Position Entry Date       10/28/2024         Position Management Record
İ	The <b>Work Location</b> tab refreshes and the remaining Position data populates based upon the selected Position Number. Review the information. If the Position data is not correct, cancel the transaction and make corrections to the Position before assigning the employee to the position. For further information on updating Position Data, see the Job Aid titled <b>HR351_Managing Position Data.</b> This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
13.	If the Position data is correct, click the <b>Job Information</b> tab at the top of the page.
	Work Location       Job Information       Payroll       Salary Plan       Compensation         Banana Split       Empl ID       00863011900         Employee       Empl Record       0



Ste	p Action
The <b>J</b>	ob Information tab displays.
	Work Location         Job Information         Payroll         Salary Plan         Compensation
	Banana Split     Empl ID     00863011900       Employee     Empl Record     0
	Job Information Details ⑦ Q   I I I I I I I I I I I I I I I I I I
	Effective Date       10/28/2024       Go To Row         Effective Sequence       0       Action       Rehire         HR Status       Active       Reason       Rehire         Payroll Status       Active       Job Indicator       Primary Job         Job Code       92313       Analyst       Current         Entry Date       10/28/2024       SOC Code       SOL Dotte Status       Current         Supervisor Level       E       Employee       Supervisor Name       DL10006900862330500 JOHN DOE
	Reports To       DL100069       View Current Incumbents       Public Outreach Marketing Spec 00862330500 JOHN DOE         Regular/Temporary       Restricted       Full/Part       Full/Part       Full-Time         Empl Class       Classified       Image: Classified       Shift Rate       Image: Classified       Shift Rate         Regular Shift       Not Applicable       Shift Factor       Image: Classified       Shift Factor         Standard Hours @       Standard Hours       Image: Classified       Mone       Image: Classified       Mone
	Standard Hours     Hours     Work Period     W Weekly       FTE     1.000000       Adds to FTE Actual Count?     Encumbrance Override
14.	Click the <b>Empl Class</b> dropdown button and select the applicable employee classification.          Regular/Temporary       Restricted         Empl Class       Classified
i	For further information on selecting the appropriate employee class, see the Job Aid titled HR351_Employee Class Overview. This Job Aid can be found on the Cardinal website in Job Aids under Learning.
15.	Click the <b>Payroll</b> tab.
	Work Location         Job Information         Payroll         Salary Plan         Compensation
	Banana SplitEmpl ID00863011900EmployeeEmpl Record0



Ste	р	Action
The Pa	ayro	oll tab displays.
	Work L	ocation Job Information Payroll Salary Plan Compensation
Bar Emp	<b>nana S</b> r Iployee	Empl ID         00863011900           Empl Record         0
Pa	ayroll I	Information ⑦ Q I II I I I I I I I I I I I I I I I
		Effective Date       10/28/2024       Go To Row         Effective Sequence       0       Action       Rehire         HR Status       Active       Reason       Rehire         Payroll Status       Active       Rehire       Current
		Absence System Absence Management
F	Payroll	I for North America ⑦         Pay Group       SM1       Semimonthly Class (SATFRI07)         Employee Type       S       Salaried       Holiday Schedule       HOLSAL       Sal.HolSch         Tax Location Code       760       Richmond (City)       Richmond (City)       Subject       Edit ChartFields         Combination Code       Vertex       Subject       Edit ChartFields
16.		The <b>Absence System</b> field may default to "Other". If the employee is Wage, keep the default of "Other". If the employee's Agency uses Cardinal Absence Management and the employee is salaried, click the dropdown button and select "Absence Management".
17.		Click the <b>Pay Group Look Up</b> icon and select the applicable Pay Group within the <b>Payroll for North America</b> section.
		Pay Group SM1 Q Semimonthly Class (SATFRI07) Employee Type S Q Salaried Holiday Schedule HOLSAL Q Sal.HolSch Tax Location Code 760 Q Richmond (City) GL Pay Type
i		The <b>Employee Type</b> and <b>Holiday Schedule</b> fields default based on the Pay Group selection.



Step	Action
18.	Click the Tax Location Code Look Up icon and select the applicable tax location code.
	Payroll for North America ⑦         Pay Group       SM1       Q         Semimonthly Class (SATFRI07)         Employee Type       S       Q         Salaried       Holiday Schedule       HOLSAL       Q         Tax Location Code       760       Q         Richmond (City)       FICA Status       Subject         Combination Code       Subject       Edit ChartFields
i	Updates made to the Tax Location Code will update the <b>Tax Data</b> pages in the Payroll module. Please notify your Payroll Administrator that a change was made.
19.	The FICA Status field defaults to "Subject" for regular Social Security and Medicare tax withholdings. Update this value to "Exempt" if the employee is exempt from both Social Security and Medicare tax withholdings or "Medicare only" if the employee is only subject to Medicare tax withholdings.
j	The Absence Management System section only displays if "Absence Management" is selected in the Absence System field above.          Absence Management System         Pay Group         Pay Group         Setting         Eligibility Group         Q         Setting         Eligibility Group         Q         Setting         Eligibility Group         Q         Use Pay Group Eligibility         Exchange Rate Type         Use Pay Group As Of Date
20.	Select the same Pay Group in the <b>Pay Group</b> field within the <b>Absence Management</b> <b>System</b> section as was selected in the <b>Pay Group</b> field within the <b>Payroll for North</b> <b>America</b> section if the Pay Group is not auto populated.
	Absence management System
	Semi-monthly Classified
	Setting     Eligibility Group     Q       Use Pay Group Eligibility     Exchange Rate Type     Q       Use Pay Group As Of Date     Use Rate As Of     ✓



Step	Action				
21.	Click the Eligibility Group Look Up icon and select the applicable eligibility group.				
	Absence Management System Pay Group SM1 Q Semi-monthly Classified				
	Setting     Eligibility Group     Q       Use Pay Group Eligibility     Exchange Rate Type     Q       Use Pay Group As Of Date     Use Rate As Of     ✓				
i	For further information on selecting the correct eligibility group, see the Job Aid titled <b>TA374_Absence Management Leave Types and Eligibility</b> . This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .				
22.	De-select the Use Pay Group Eligibility checkbox option.				
	Absence Management System         Pay Group       SM1         Setting       Eligibility Group         Use Pay Group Eligibility       VSDP Eligibility Group         Use Pay Group Rate Type       Q         Use Pay Group As Of Date       Use Rate As Of				
23.	Once the payroll information is entered, click the <b>Salary Plan</b> tab at the top of the page.				
	Work Location         Job Information         Payroll         Salary Plan         Compensation				
	Banana Split         Empl ID         00863011900           Employee         Empl Record         0				



Ste	ep	Action
The S	Salar	r <b>y Plan</b> tab displays.
[	Wo	ork Location Job Information Payroll Salary Plan Compensation
	Banan	a Split Empl ID 00863011900
	Employ	yee Empl Record 0
	Salaı	ry Plan Details 🕐 Q   I d d 1 of 2 v b b
		Effective Date 10/28/2024 Go To Row
		Effective Sequence 0 Action Rehire
		Payroll Status     Active     Job Indicator     Primary Job
		Salary Admin Plan UG 🖞 Ungraded
		Grade Grade Entry Date
		Step Step Entry Date
		h Data - Da
	Ju	bo Data Employment Data Earnings Distribution Benefits Program Participation
	Sav	ve Return to Search Notify Refresh Update/Display Include History
	Work Lo	ocation   Job Information   Payroll   Salary Plan   Compensation
		Deview the colory plan information. If the colory plan information is not correct, concel the
24.	•	transaction, confirm job code accuracy, and make corrections on the position record before
		assigning the employee to the Position.
		For further information on updating Position Data, see the Job Aid titled <b>HR351 Managing</b>
		Position Data. This Job Aid can be found on the Cardinal website in Job Aids under
		Learning.
25	•	If the salary plan information is correct, click the <b>Compensation</b> tab.
		Work Location         Job Information         Payroll         Salary Plan         Compensation
		Banana Split Empl ID 00863011900
		Employee Empl Record 0



Step	Action
The Com	pensation tab displays.
	k Location Job Information Payroll Salary Plan Compensation
Banana Employe	Split         Empl ID         00863011900           re         Empl Record         0
Com	eensation Details 🗇 🔍 🗋 🔍 🗎 🔍
→ C → P	Effective Date 10/28/2024   Effective Sequence 0   Active Reason   Payroll Status Active   Rest Active   Payroll Status Active   Ompensation Rate 2,125.00000   *Frequency S Q Semimonthal av Rates ⑦
Pay C	Default Pay Components
1	*Rate Code     Seq     Comp Rate     Currency     Frequency     Percent       STATE     0     51,000.000000     USD     A     +     -
Jo Save Work Lo	Data       Employment Data       Earnings Distribution       Benefits Program Participation         Return to Search       Notlify       Refresh       Update/Display       Include History         cation       Job Information       Payroll       Salary Plan       Compensation
26.	Click the *Frequency Look Up icon and select the applicable pay frequency.
27.	Click the <b>Default Pay Components</b> button.  Pay Rates ⑦  Default Pay Components



Step	Action
28.	Click the Rate Code Look Up icon and select the applicable rate code.
i	The <b>Currency</b> will always be "USD" and the <b>Frequency</b> field defaults based on the Rate Code selected. Do not update these fields.
29.	Enter the applicable compensation amount in the <b>Comp Rate</b> field as either an annual or hourly compensation amount.
30. The <b>Com</b>	Click the Calculate Compensation button.
Banar	a Split Empl ID 00663011900 vee Empl Record 0
Con	Appensation Details ⑦ Q I I I 1 0f2 V V I Effective Date 10/29/2024 Go To Row Go To Row Effective Sequence 0 Action Rehire HR Status Active Reason Rehire Payroll Status Active Job Indicator Primary Job Current Comparential Bate Active S Q Action Rehire
•	Comparative Information ⑦ Pay Rates ⑦ Default Pay Components
Pay	Image: Controls       Controls       Changes       Conversion       III         Amounts       Controls       Changes       Conversion       III         *Rate Code       Seq       Comp Rate       Currency       Frequency       Percent       Image: Controls
	STATE     Q     51,000.000000 and



# Human Resources Job Aid

## HR351\_Completing a Rehire

Step	Action				
31.	Click the <b>Employment Data</b> link at the bottom of the page.				
	Job Data	Employment Data	Earnings Distribution	Benefits Program Participation	
The Emp	lovment Info	rmation page dis	plays		

The Employment Information page displays.

Employment Information							
Banana Split			Empl ID	008630	11900		
Employee		Empl	Record	0			
Organizational Instance ⑦							
Ormania di anal la sta	nee Ded - 0	Onininal Cta	-t Data	07/05/00	24		erride
Organizational Insta	tart Data 07/25/2024	Uriginal Sta	rt Date	07/25/20	124		
Last 3	ion Date	Filst Sta	n Date	Years	Months	Days	
Org Instance Serv	rice Date 07/25/2024	Override Override	¢	0	3	3	
Organizational Assignment	Data 🕐						
Last Assignment Start	Date 10/28/2024		First A	ssignme	nt Start 07	/25/2024	
Assignment End	Date					-	Time Reporter Data
Home/Host Classific	ation Home	Quarrida	e.	Years	Months	Days	nine Reporter Data
Company Seniority	Date 07/25/2024	Override	ě.	0	3	3	
Benefits Service	Date 07/25/2024	Override	φ	0	3	3	
Seniority Pay Calc	Date 07/25/2024			0	3	3	
VSDP SICK/PER Leave Em	Date 0//25/2024		Loot	la rificatio	n Data		<b>T</b>
FIODALION			Last	renncatio			
Business	Title Analyst						
*Employee Eligible	for Telework? En	nployee Eligible for Telewo	rk 🗸	Tei	nure Status	Contract	Туре 🗸 🗸
Alternate Leave D	lan O	Alternate Work Sc	hedule				
VSDP Enroll D	ate 🔛						
Agency Use Field	1 A	gency Use Field 2			Age	ncv Use	Field 3
For a detailed the Job Aid tit can be found	description of t led <b>HR351_Ma</b> on the Cardinal	he date fields on the date fields on the date fields of the date fields of the date in the methods of the date in	on th e Da Job	e Em ites a Aids	ploym nd Bre under	ent Ir eaks i Lear	<b>iformation</b> page, refer n Service. This Job A ning.
In the <b>Instand</b> date probatior	<b>e Record</b> section in ends in the <b>Pr</b>	on under Orga obation Date	field,	if ap	l <b>i Assig</b> olicable	gnme 9.	nt Data, enter or seled
Probation	Date						



Step	Action
33.	Select the appropriate value for the <b>*Employee Eligible for Telework</b> field using the dropdown button provided.
	*Employee Eligible for Telework?
	Alternate Leave Plan Q Alternate Work Schedule
	VSDP Enroll Date
i	For further information on selecting the appropriate telework option, see the Job Aid titled <b>HR351_Managing Employee Teleworker Data</b> . This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
34.	If the Agency does not use Cardinal Absence Management, the <b>Alternate Leave Plan</b> field must be completed based on the employee's leave program (i.e., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal Employee Self-Service (ESS).
	*Employee Eligible for Telework?
	Alternate Leave Plan Q Alternate Work Schedule
	VSDP Enroll Date
35.	Enter the enrollment date in the <b>VSDP Enroll Date</b> fields. This field is provided to VNAV and is used by the VSDP vendor to determine the original program enrollment date. A rehire will have a one-year waiting period for VSDP enrollment. After the waiting period, the original VSDP enrollment date will apply with their program eligibility. HR Analysts should refer to program rules and confer with DHRM and/or VRS if this effective date is not clear.
	*Employee Eligible for Telework?
	Alternate Leave Plan Q Alternate Work Schedule
	VSDP Enroll Date
36.	In the <b>Person Employment Dates</b> section, enter the original hire date in the <b>Continuous</b> <b>State Service Date</b> field. This field is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance and benefits at layoff for VPA covered employees, if applicable.
	Person Employment Dates ⑦
	Continuous State Service Date 08/10/2021 III Previous State Service Months 0
	Annual Leave Eligibility Date 08/10/2021 📰 Veteran's Service Credit Months 0
	Total Service Credit Months 0



Step	Action			
37.	Enter the original hire date in the <b>Annual Leave Eligibility Date</b> field. This field must be updated for all VPA covered employees and salaried employees for agencies that use Cardinal's Absence Management and auto populates the <b>Company Seniority Date</b> field.			
	Person Employment Dates ⑦			
	Continuous State Service Date 08/10/2021 📰 Previous State Service Months 0			
	Annual Leave Eligibility Date 08/10/2021 📰 Veteran's Service Credit Months 0			
	Total Service Credit Months 0			
38.	Enter the service months in the <b>Previous State Service Months</b> field. Use the hire date as the effective date. This field is used when there is a break in service (Rehires only). If this information is not available at the time of rehire, this information can be entered later.			
	Person Employment Dates ⑦			
	Continuous State Service Date 08/10/2021 📰 Previous State Service Months 0			
	Annual Leave Eligibility Date 08/10/2021 📰 Veteran's Service Credit Months 0			
	Total Service Credit Months 0			
39.	Enter the months of veteran's service in the Veterans Service Credit Months field, if applicable.			
	Person Employment Dates ⑦			
	Continuous State Service Date 08/10/2021 📰 Previous State Service Months 0			
	Annual Leave Eligibility Date 08/10/2021 📰 Veteran's Service Credit Months 16			
	Total Service Credit Months 0			
j	The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves. The <b>Total Service Credit Months</b> field is a read-only field. It is auto populated as the sum of the veteran's service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies.			
	Person Employment Dates ⑦			
	Continuous State Service Date 08/10/2021 TPrevious State Service Months 0			
	Annual Leave Eligibility Date 08/10/2021 📰 Veteran's Service Credit Months 16			
	Total Service Credit Months 16			
40.	Click the <b>Benefits Program Participation</b> link at the bottom of the page.			
	Job Data         Employment Data         Earnings Distribution         Benefits Program Participation			



Ste	р	Action	
The <b>B</b>	ene	fit Program Participation page displays.	
[	Ber	efit Program Participation	
- 	Banan Employ	Split         Empl ID         00863011900           se         Empl Record         0	
	Bene	it Status ⑦ Q   I d d I of 2 V V I	
		Benefit Record Number 0 Go To Row	
		Effective Sequence 0 Action Rehire	
		HR Status Active Reason Rehire	
		Payroll Status Active Job Indicator Primary Job	
		*Benefits System Benefits Administration   Current Benefits Employee Status Active	
		Annual Benefits Base Rate USD ACA Eligibility Details	
	Ben	fits Administration Eligibility 💿	
		BAS Group ID Q	
		Elig Fld 1 Elig Fld 2 181001000 C Elig Fld 3 Y C	
		Elig Fld 4 Elig Fld 5 Elig Fld 6	
		Elig Fld 7 Elig Fld 8 12-24 Q Elig Fld 9 SF-GB Q	
-	Bene	it Program Participation Details ⑦ Q   I I I of 1 V I I View All	
		Effective Date     07/25/2024     Currency Code     USD       Benefit Program     SAL     Salaried Employee Benefit Pgm	
	Jol	Data     Employment Data     Earnings Distribution     Benefits Program Participation	
41.		Review the Benefits Program Participation information and validate for accuracy.	
42.		Update the <b>Elig Fld 2</b> , <b>3</b> , <b>8</b> , and <b>9</b> fields as needed. For further information on the Eligibility Configuration Fields, see the Job Aid titled <b>BN361_Overview of the Eligibility</b> <b>Configuration Fields</b> . This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .	y
		Benefits Administration Eligibility ③	
		BAS Group ID Q	
		Elig Fld 1 Elig Fld 2 181001000 Q Elig Fld 3 Y Q	
		Elig Fld 4 Elig Fld 5 Elig Fld 6	
		Elig Fld 7 Elig Fld 8 12-24 Q Elig Fld 9 SF-GB Q	



Step	Action
i	Do not make any updates to the <b>Benefit Program Participation Details</b> section.
43.	Click the Save button.
ĺ	Navigate to the <b>Modify a Person</b> page to update the employee's personal information which includes name, address, phone and email address. For further information on updating personal information, refer to the Job Aid titled <b>HR351_Viewing and Maintaining Personal Data</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
44.	Navigate to the Additional Pay page to using the following navigation:
	NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay
The Creat	te Additional Pay Find an Existing Value page displays.
Scenario: additional	The employee was rehired with an effective date of 10/31/2024. Ensure that there are no pay transactions with an end date later than 10/31/2024 or with no end date.
	Cardinal Homepage Create Additional Pay
Cre:	Atte Additional Pay  Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.   Precent Searches Choose from recent searches
i	Show fewer options Case Sensitive Include History Search Clear For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal
	Website in <b>Job Aids</b> under <b>Learning</b> .



Step	Action
45.	Enter the rehired Employee's ID in the <b>Empl ID</b> field.
	Empl ID begins with 🗸
	Empl Record =
	Name begins with 🗸
	Last Name begins with 🗸
	Second Last Name begins with 🗸
	Alternate Character Name begins with V
	Middle Name begins with V
	∧ Show fewer options
	Case Sensitive
	Search
46.	Click the Include History checkbox.
	Empl ID begins with 🗸
	Empl Record =
	Name begins with 🗸
	Last Name begins with 🗸
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with 🗸
	∧ Show fewer options
	Case Sensitive
	Search Clear



Step	Action
47	
47.	
	Empl ID begins with 🗸
	Empl Record =
	Name begins with V
	Last Name begins with V
	Second Last Name begins with V
	Alternate Character Name begins with V
	Middle Name begins with V
	∧ Show fewer options
	Case Sensitive
	Search Clear
The Crea	te Additional Pay page displays.
	Benefit Program Participation Create Additional Pay
C	reate Additional Pay
В	anana Split Employee Empl ID 00863011900 Empl Record 0
A	dditional Pay     Find   View All     First ④ 1 of 1 ④ Last
	*Earnings Code MNT Q Mobile Device Nontaxable
	Effective Date     Find   View All     First (1) of 1 (1) Last
	Effective Date 10/31/2024
	Payment Details Find   View All First (1 of 1 (2) Last
	*Addl Seq Nbr
	Rate Code Reason Not Specified V
	Hours Hourly Rate
	Goal Amount Goal Balance
	Sep Check Nbr
	C OK to Pay

Return to Search

**Applies To Pay Periods** 

Job Information
 Tax Information

Second

🖃 Notify

Third

C Refresh

Fourth

Fifth

🗾 Update/Display 🖉 Include History

First



Step	Action
48.	Verify that there are no active additional pay transactions prior to the rehire effective date for the employee. In this example, the end date of "8/27/2024" is prior to the rehire effective date. Therefore, no action is needed. If there was no end date or an end date after the rehire effective date, a transaction should be entered to stop the Additional Pay.
i	To stop an Additional Pay transaction, refer to the job aid titled <b>HR351_Processing</b> <b>Additional Pays</b> . This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .



#### Agency Next Steps after Entering the Rehire

Be sure to enter/review the employee's citizenship, update the employee's personal data, and add telework agreement if one has been established/approved.

 For further information on entering citizenship information, updating personal data and telework agreement, see the Job Aids titled HR351\_Viewing and Modifying Personal Data and HR351\_Maintain Employee Teleworker Data. These job aids can be found on the Cardinal website in Job Aids under Learning

If the Agency requires the Employee Activity Report to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog**. The reports catalog can be found on the Cardinal website in **Reports Catalog** under **Resources**.

Communicate with the employee to update state and federal withholding forms, direct deposit elections, etc. per established business practices. If the tax withholding paper is not collected and entered prior to the first payroll period, withholdings will default to single and zero. State taxes will default to Virginia.

Coordinate with Agency Benefits Administrators to ensure that eligible employees complete their benefit elections (within 30 days per OHB policy).

 For further information on completing benefit elections, see the Job Aid titled BN361\_Completing a New Hire Enrollment. This Job Aid can be found on the Cardinal website in Job Aids under Learning

Coordinate with an Agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor) and review their TA eligibilities (i.e., overtime, comp leave, etc.).

For further information on assigning work schedules, see the Job Aid titled TA\_Maintaining
 Employee Work Schedules. This Job Aid can be found on the Cardinal website in Job Aids
 under Learning