

Rehire Process Updates in re360

The rehire process has been enhanced with new helpful features. Below is information on the various options now available, so you can make informed decisions when rehiring a terminated employee.

Please note, some of the options have not changed, and you still need to select the appropriate status, employment type, rehire date, and reason for rehiring the terminated employee.

New Features within the Rehire Form:

- **Voluntary Deductions**
 - Elect to discontinue the withholding of the previous voluntary deductions or reinstate the voluntary deductions.
- **Direct Deposit**
 - Elect to discontinue the previous direct deposit accounts or keep them active.
 - Recommendation is to continue the previous direct deposit accounts because the employee will be able to make changes to the accounts, if necessary, when the employee completes the onboarding process.
- **Benefits**
 - Elect to auto enroll the employee in Benefits or to not auto enroll the employee.
 - Recommendation is to not auto enroll the employee in benefits.
 - If the employee is eligible for benefits, the employee will go through the benefit enrollment process after the employee completes the onboarding paperwork.
 - If appropriate, enter the Seniority Date to use in place of the Rehire Date when determining the employee's eligibility for benefit plans and PTO accruals.

HR / Action / Rehire Client: (2749) Demo Company

Rehire

[Employee](#)

Current Employment Status

Current Employment Type

Rehired Employment Status

Rehired Employment Type

Rehire Date

Reason Code

Voluntary Deductions

Direct Deposit

Benefit (Medical, Retirement, PTO)

Seniority Date

Term'd

FT

--Select--

--Select--

--Select--

Stop Previous Deductions
 Continue Previous Deductions

Stop Previous Direct Deposit
 Continue Previous Direct Deposit

Do Not Auto Enroll
 Auto Enroll

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Changes in the Employment and Pay Detail sections will be immediate. Future dated changes are not supported.

