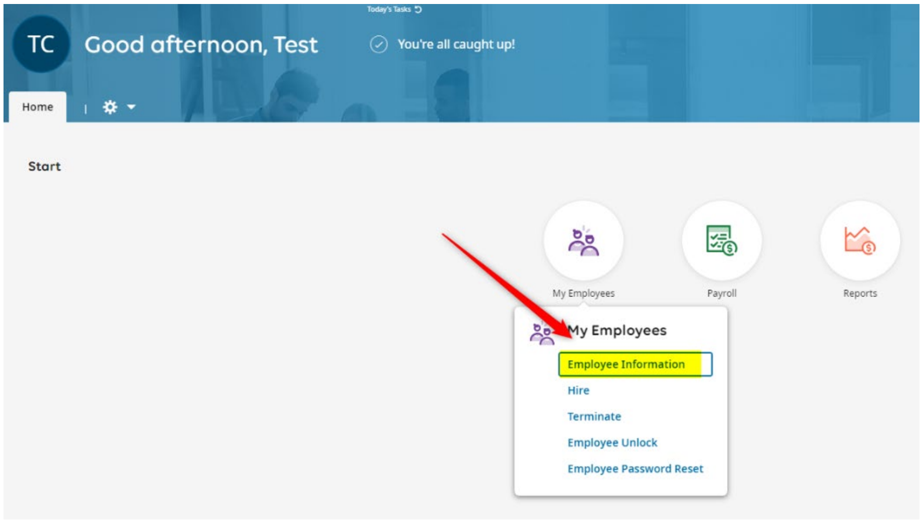
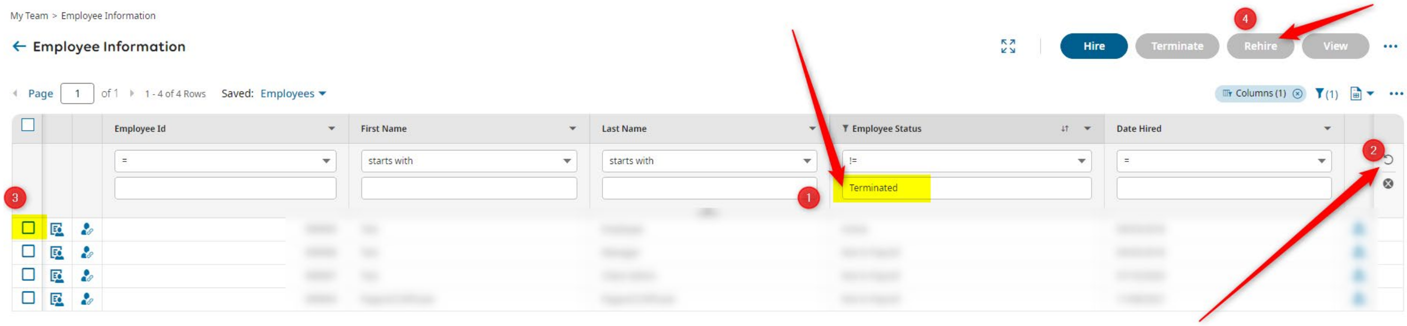
How To: Rehiring an Employee

1. To Rehire an employee, hover over the “My Employees” widget on your home screen


Today's Tasks
TC
Good afternoon, Test
You're all caught up!
Home
Start
My Employees
Payroll
Reports
My Employees
Employee Information
Hire
Terminate
Employee Unlock
Employee Password Reset

2. Remove the “terminated” employee status (#1) and click refresh (#2)


My Team > Employee Information
Employee Information
Hire
Terminate
Rehire
View
4
Page 1 of 1
1 - 4 of 4 Rows
Saved: Employees
Columns (1)
Employee Id
First Name
Last Name
Employee Status
Date Hired
=
starts with
starts with
!=
=
Terminated
1
2
3

3. Check the checkbox in the row for the employee (#3) and click the Rehire button (#4) on the page.
    a. Enter the date that the employee will be officially rehired and proceed.
    b. After you select Rehire, a success message appears. Their Account Status will automatically change from Terminated to Active. Check for any other settings in their account that should be changed.
    c. In the Dates widget, the Terminated date will be cleared, and the rehire date will populate in the Re-Hired field.
    d. Save all new settings when you are done making edits to a rehired employee.

**Once an employee is rehired, it is recommended that you review all data on the employee record to be sure it is all up to date. **