

How To Guide

Rehiring Terminated Employees



Document Purpose	Step-by-step instructions on how to Rehire a terminated employee
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From the dashboard, select the Employee Menu. The employee will open showing Active employees.

EE #	Last Name	First Name	SSN	State	Zip Code	Status
1001	Zelner	Zeke	*****2541	IL	60626	Active
1002	Tackler	Thomas	*****4518	FL	60629	Active
1003	Reeler	Rodney	*****2501	IL	60629	Active
1004	Sinker	Sandra	*****1578	FL	33158	Active
1005	Lurey	Lina	*****4541	IL	60131	Active
1007	Nicholson	Michael	*****4515	IL	60131	Active
1008	Thompson	Thomas	*****4321	IL	60131	Active

Select the Filter  on the Status Column. In the box below “is equal to” type terminated and select the filter button. This will show all terminated employees on the Employee List. Double-click on the employee to be rehired.

Status

Show items with value that:

Is equal to

terminated

And

Is equal to

FILTER CLEAR

The employee personal record will open. On the top right you will see the Status field. Change this from Terminated to Active. Save your changes.

1006 - Weighters, Waitler

PERSONAL

LABOR DEFAULTS

ADA

PER

FEDERAL

STATE

LOCAL

CHILD SUPPORT

DIRECT DEPOSIT

SCHEDULED EDS

DELIVERY

TIME OFF ACCRUAL

EMPLOYEE PORTAL

NOTES

Demographics

SSN: * 0000-0000

Employee Type: * W-2

EE Code: * 1006

Time Clock #

City: * Tampa

State: * FL

Zip Code: * 33168

Address 1: * 65 W Shoreline Road

Address 2

County

Phone

Extension

Hire Status

Status: * Terminated

Current Hire Date: * 06/01/2018

Original Hire Date

Termination Date: * 06/30/2019

Rehire Eligible: * No

Employee Type: * Full Time

On Call From

On Call To