Add Row for Rehire in HRS Payroll System
(Rehire in Same Job and Department – Reactivate Former Employee)

If Employee has Termed (Ended) Job in Same Department for less than 12 months

<table>
<thead>
<tr>
<th>Rehire on Same Job</th>
<th>Add a Row on Current Job and Update Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add Funding</td>
</tr>
<tr>
<td></td>
<td>Add Time Approvers</td>
</tr>
</tbody>
</table>

Job Termed 4 Months but less than 3 years

| Employee should complete new W4 Form and Direct Deposit |
| Send to Human Resources; Indicate ‘SH’ on Direct Deposit |

When to Reactivate Former Employee – Rehire in Same Job and Department (Add a Row)

NOTE: If employee termed in a department and is now coming back to work for same department but in a different title (work responsibilities), you can rehire the same job and change the working title, job classification, and pay rate if applicable. You do not need to add another employment instance.

- Student has a termed (ended) job in same department and has same Pay basis (hourly or lump)
- Student job has been termed for more than 4 months but less than 3 years and in same department with same pay basis (must complete new W4 and Direct Deposit)
- *If termed for three years or more, must send completed hiring paperwork and Student Appointment Record to Human Resources; Do NOT complete the Add Employment Instance*
- *If new to working on campus, must send completed hiring paperwork and Student Appointment Record to Human Resources; Do NOT complete the Add Employment Instance*

Effective Date of Job

- The Effective Date of the job should be the *actual start* date of the employee.
- If the Effective Date is not at the beginning of the pay period (starts on a Sunday), to enter time the employee must view the timesheet by *day*. The following pay period will automatically show for a two week period.

Expected Job End Date of Job

- Expected Job End Date should be the last day working (if known) or last day of the latest pay period for academic school year.
- For the latest pay period date refer to the Approval Deadlines Reference found on the Employing Unit Coordinators web page: [http://hr.uwosh.edu/employing-unit-coordinators/](http://hr.uwosh.edu/employing-unit-coordinators/)

Other Steps to Complete When Done Adding a Row

- Update Funding
- Update Time Approvers

If job termed for 4 months but less than three years, employee needs to complete new W4 and direct deposit

Write ‘SH’ on direct deposit and submit both forms to Human Resources
# Reactivate a Former Employee (Rehire)

1. **Login to HRS**
   - hrs.wisconsin.edu or via the UW-System Portal

2. **Click**
   - Workforce Administration

3. **Click**
   - Job Information

4. **Click**
   - Job Data – Student Help Only

5. **Enter Empl ID #**
   - EmplID Box

6. **Enter Empl Record #**
   - Empl Record Box

7. **Click**
   - Search

8. **Review**
   - Empl Record (Job) confirming correct department and the correct pay basis

**Found Correct Empl Record (Job) for Department with Correct Pay Basis**

### Work Location Tab

- **Click**
  - Plus sign at top right on Work Location Tab to add a row to empl record

- **Effective Date**
  - Change date to actual start date of employee

- **Action**
  - Select “Rehire”

- **Reason**
  - Select “Original New/Hire” or “Original New/Hire (Conc Appt)” if have more than one job

- **Click**
  - Calculate Status and Dates Button

- **Confirm**
  - Company “UWS”, Business Unit “UWOSH”, Correct Department, Correct Location

- **Expected Job End Date**
  - Input last day working (if known) or last day of the latest pay period for the academic school year (can be found on approval deadlines sheet) – then click ok for message

### Job Information Tab

- **Job Code**
  - Confirm or Change: “94870” for Level 1; “94871” for Level 2; “94872” for Level 3

- **Full/Part**
  - Confirm “Part-time”

- **Pay Basis**
  - Confirm “Hourly” or “Lump Sum”
  - Prior approval from Human Resources required before using Lump Sum

- **Click**
  - Compensation Tab (found to the right at top next to Salary Plan Tab)

### Compensation Tab – Do not enter Comp Rate for Lump Sums

- **Click**
  - Default Pay Components

- **Confirm**
  - If new comp rate complete pay rate change request; DO NOT change in HRS
  - Only for Hourly Employees Only; Do not enter Comp Rate for Lump Sum

- **Click**
  - Calculate Compensation

### UW Custom Tab

- **Continuity**
  - Confirm “N” (none)

- **Probation Type**
  - Confirm “Not Required”

- **Working Title**
  - Fill in working title so student will know which job is for your department

### UW Benefits Tab

- **Previous WRS Local Service**
  - Enter number 0 (zero)

- **Previous WRS State Service**
  - Enter number 0 (zero)

- **Click**
  - “Save” button

**Update Budget Funding Data** – the effective date should be same as job effective date

**Update Time Approvers (TL Security)** – the effective date should be same as job effective date
## Update Budget Funding

<table>
<thead>
<tr>
<th>Click</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click</td>
<td>Set Up HRMS</td>
</tr>
<tr>
<td>Click</td>
<td>Product Related</td>
</tr>
<tr>
<td>Click</td>
<td>Commitment Accounting</td>
</tr>
<tr>
<td>Click</td>
<td>Budget Funding Data Entry</td>
</tr>
</tbody>
</table>

**EmplID #** Enter EmplID #

Click “Search”

Select Current Fiscal Year Associated with Correct Empl Record Number

*Note: FY 2017-2018 = 2018*

If current FY is different than one listed you will need to enter new FY funding – reference Adding New FY Funding guide.

### Complete Funding Distribution Information

| Click | Entry Effective Date
|-------|---------------------|

Enter Effective Date

Should be same as effective date of Job Rehire

<table>
<thead>
<tr>
<th>Fund</th>
<th>3 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID#</td>
<td>6 digits</td>
</tr>
<tr>
<td>Program</td>
<td>1 digit</td>
</tr>
<tr>
<td>Distribution %</td>
<td>Make sure this is “100.00%”</td>
</tr>
</tbody>
</table>

Click Save

---

## Update Time Approver and Timesheet Access

<table>
<thead>
<tr>
<th>Click</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click</td>
<td>Time and Labor</td>
</tr>
<tr>
<td>Click</td>
<td>Maintain TL Security</td>
</tr>
</tbody>
</table>

Enter EmplID # Empl ID of Student

Enter in Empl Rec # Empl Record Number of job rehire

Click Search

### Update Time Approver Information

| Click | Entry Effective Date
|-------|---------------------|

Effective Date

Change to effective date of Job Rehire (should match)

Click Tab on Keyboard

Payroll Coordinator

Defaults automatically after enter effective date

UW Approver

*This should be the primary supervisor of employee, not always going to be* Employing Unit Coordinator – If Same, leave as is - To search, click on magnifying glass, or type in Empl ID number of supervisor if known

UW Approver Back-up

If Same, leave as is - To search, click on magnifying glass, or type in Empl ID number of backup approver if known

Click Save
Reactivate a Former Employee (Rehire)

Login to HRS hrs.wisconsin.edu or via the UW-System Portal

Click Workforce Administration

Click Job Information

Click Job Data – Student Help Only

Enter Empl ID # EmplID Box

Empl Record # Empl Record Box

Click Search

Review Empl Record (Job) confirming correct department and the correct pay basis

If Empl ID Unknown

Confirm by going to:
Workforce Administration
Personal Information
Add a Person – Student Help
Search for Matching Persons
Enter National ID (SSN)
Copy Empl ID Number

Click Search
### Reactivate a Former Employee (Rehire)

**Found Correct Empl Record (Job) for Department with Correct Pay Basis**

**Work Location Tab**

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Click</strong></th>
<th><strong>Plus sign at top right on Work Location Tab to add a row to empl record</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>Change date to <em>actual start</em> date of employee</td>
</tr>
<tr>
<td>Action</td>
<td>Select “Rehire”</td>
</tr>
<tr>
<td>Reason</td>
<td>Select “Original New/Hire” or “Original New/Hire (Conc Appt)” if have more than one job</td>
</tr>
</tbody>
</table>

| **Click** | **Calculate Status and Dates Button** |

**Confirm** | Company “UWS”, Business Unit “UWOSH”, Correct Department, Correct Location |

| Expected Job End Date | Input last day working (if known) or last day of the latest pay period for the academic school year (can be found on approval deadlines sheet) – then click ok for message |

| **Click** | **Job Information Tab (found at top next to Work Location Tab)** |

---

**Note About Effective Job Date When Adding Employment Instance**

The Effective Date of the job should be the *actual start* date of the employee.

If the Effective Date is not at the beginning of the pay period (starts on a Sunday), to enter time the employee must view the timesheet by day. The following pay period will automatically show for a two week period.

**Note About Reason**

If employee currently has an active job use Reason: Original/New Hire (Conc Appt)

If employee jobs have all termed and now you are hiring them in a different department, use Reason: Original/New Hire
### Reactivate a Former Employee (Rehire)

**Job Information Tab**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Code</strong></td>
<td>Confirm or Change: “94870” for Level 1; “94871” for Level 2; “94872” for Level 3</td>
</tr>
<tr>
<td><strong>Full/Part</strong></td>
<td>Confirm “Part-time”</td>
</tr>
<tr>
<td><strong>Pay Basis</strong></td>
<td>Confirm “Hourly” or “Lump Sum” Prior approval from Human Resources required before using Lump Sum</td>
</tr>
</tbody>
</table>

**Click Compensation Tab (found to the right at top next to Salary Plan Tab)**

---

**Job Code = Job Classification**

**OK to Change**

- Level 1 = Job Code 94870
- Level 2 = Job Code 94871
- Level 3 = Job Code 94872
Reactivate a Former Employee (Rehire)

**Compensation Tab** – Do not enter Comp Rate for Lump Sums

- Click **Default Pay Components**
- If comp rate changing complete a pay rate change request; DO NOT change in HRS

Only for Hourly Employees Only; Do not enter Comp Rate for Lump Sum

- Click **Calculate Compensation**
- Click **UW Custom Tab** (found at top next to Compensation Tab)

NOTE: Submit Lump Sum Request to studentemploy@uwosh.edu for all lump sums
Reactivate a Former Employee (Rehire)

**UW Custom Tab**

<table>
<thead>
<tr>
<th>Continuity</th>
<th>Confirm “N” (none)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probation Type</td>
<td>Confirm “Not Required”</td>
</tr>
<tr>
<td>Working Title</td>
<td>Fill in or update working title so student will know which job is for your department</td>
</tr>
</tbody>
</table>

Click **UW Benefits Tab** (found at top next to UW Custom Tab)

Be detailed enough for **Working Title** so student can differentiate between multiple jobs and differing departments.
Reactivate a Former Employee (Rehire)

**UW Benefits Tab**

- Previous WRS Local Service: Enter number 0 (zero)
- Previous WRS State Service: Enter number 0 (zero)
- Click: "Save" button

Employee

- Benefit Record Number: 0
- Benefits Primary Emp Rcd: 0

Effective Date: 11/03/2016

- Action: Hire
- Reason: 
- Job Indicator: Primary Job

Current: 

Previous WRS Local Service: 

- 

Previous WRS State Service: 

- Benefits Service Date: 03
- *Rehired Annuitant: No
- Visiting from Othr Institution: 
- *Work Out of State Required: No
- *WRS Before July 1, 2011: No
- Health Rate: Full Share Rate (Grd not Applicable)

Eligibility Exception

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

- [Save] [Cancel] [Apply]

Work Location | Job Information | Job Labor | Payroll | Payroll* | Salary Plan | Compensation | UW Custom | UW Custom* | UW Benefits | UW Benefits*
Update Budget Funding for Rehire

Click Home
Click Set Up HRMS
Click Product Related
Click Commitment Accounting
Click Budget Funding Data Entry

If current FY is different than one listed you will need to enter new FY funding – reference Adding New FY Funding guide.
Update Budget Funding for Rehire

<table>
<thead>
<tr>
<th>Confirm</th>
<th>Business Unit = UWOSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Enter department number that matches department listed on rehired job (F ----)</td>
</tr>
<tr>
<td>EmplID #</td>
<td>Enter EmplID #</td>
</tr>
<tr>
<td>Empl Rcd Nbr</td>
<td>Enter Empl Record Number associated with rehire job</td>
</tr>
<tr>
<td>Click</td>
<td>“Search”</td>
</tr>
</tbody>
</table>

**If current FY is different than one listed you will need to enter new FY funding – reference Adding New FY Funding guide.**

### Funding Data Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

**Search Criteria**

- **Set ID** begins with SHARE
- **Business Unit** UWOSH
- **Department** begins with
- **Fiscal Year**
- **Budget Level**
- **Position Number** begins with
- **Empl ID** begins with
  - Input Empl ID Number
- **Empl Record**
  - Input Empl Record Number

- **Include History**
- **Correct History**

**Search**

**Clear**

**Basic Search**

**Save Search Criteria**

**Click Search**
Update Budget Funding for Rehire

Complete Funding Distribution Information

Click + (add a row – new record) to right of Empl Rcd#

Enter Effective Date: Should be same as effective date of Job Rehire and verify funding status is active

Fund: 3 digits
Dept ID#: 6 digits
Program: 1 digit
Distribution %: Make sure this is “100.00%”

Click Save

If current FY is different than one listed you will need to enter new FY funding – reference Adding New FY Funding guide.

Click to Add a Row

Change to Effective Date of Job Rehire (Defaults to current date, must change)

Type directly over current Fund, Dept ID, and Program and make sure Distrib % is 100

Delete extra row if applicable

Click Save
Update Time Approvers for Existing Employee

Click Home
Click Time and Labor
Click Maintain TL Security

Enter EmplID #  Empl ID of Student
Enter in Empl Rec #  Empl Record Number of job rehire
Click Search

Click Search

Enter 8 digit Empl ID Number and Empl Record Number
**Update Time Approvers for Rehire**

**Update Time Approver Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>Change to effective date of Job Rehire (should match)</td>
</tr>
<tr>
<td>Payroll Coordinator</td>
<td>Defaults automatically after enter effective date</td>
</tr>
<tr>
<td>UW Approver</td>
<td>This should be the primary supervisor of employee, <em>not</em> Employing Unit Coordinator – If Same, leave as is - To search, click on magnifying glass, or type in Empl ID number of supervisor if known</td>
</tr>
<tr>
<td>UW Approver Back-up</td>
<td>If Same, leave as is - To search, click on magnifying glass, or type in Empl ID number of backup approver if known</td>
</tr>
</tbody>
</table>

![Image of the system interface showing the Time Approver Information section with details filled out and a button to add a row.]