Module 10 Contents

Processing the Rehire .................................................. 10-3
**Processing the Rehire**

What makes a rehire unique? First, the employee must have been previously employed at the UCSD campus. All other employees should be entered as a new hire. If the employee has been separated longer than four years and PPS generates a message "Employee does not exist on EDB," the employee will need to be entered as a new hire.

When processing a rehire, pay special attention to the ESEP screen in the RHIR bundle. All information appearing on this screen was entered when the employee was separated. To process the rehire, delete data from all fields except the separation date, this must remain so the system will properly derive retirement and FICA coding. You also need to leave the existing code “3” in the check disposition field.

Depending on how long the employee has been separated, you will choose one of the following options when completing the EAPC screen in the RHIR bundle.

1. The employee has been separated longer than four months and no previous employment history (appointments/distributions) exist on the EDB. Proceed with the rehire by building new appointment(s) and distribution(s).

2. The employee has been separated longer than 30 days and there are existing appointment(s) and distribution(s). Build the new appointment(s) and distribution(s) as required and delete the old employment history or existing appointments/distributions.

For additional information about processing a rehire, please refer to Chapter 4 (pages 4-45 to 4-71) in the PPS Users Guide.
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