

E-REHIRE

Human Resources

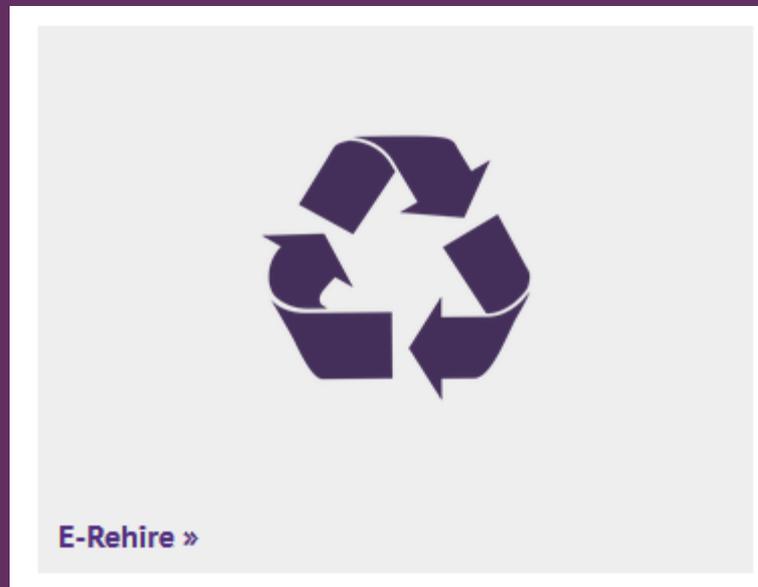
Talent Acquisition Team

ADVANTAGES

- Efficiency and Ease
 - **Automatic reminders**
 - **Pulls correct information into appropriate fields**
 - Criminal background check, POI etc.
 - **No more paperwork** (*no need to create contract manually*)
 - No need to maintain files on T-drive or ImageNow
 - Easy to manage – all in one database
 - Submitters can track hire form throughout process
 - Eliminates common questions

HOW TO GET THERE

- Human Resources website
- Click: Forms <http://www.uww.edu/adminaffairs/hr/forms>
- Click: E-Rehire - Web Application



HOW TO GET STARTED

- Similar to “change of status”
 - Find at Human Resources webpage under Change of Status
- **What are you requesting?**

Welcome

What would you like to do?

- New Request - Academic Staff Rehire
- Search Existing Employee Rehire Requests
- View My Pending Requests
- Edit Contingency Templates

[→ Next](#)

Choose new request when re-hiring an employee

New Request - Academic Staff Rehire

Academic Staff Rehire

Employee Details

Requested For:

Search for an employee above to populate this section.

Rehired Annuitant? [Review Policy](#)

This will be on the top of each tab.
Fill in with employee name.

*Rehired Annuitant has a
“review policy” link.

- Click “New Request” then select rehire type
 - Academic staff
 - Academic staff dual contract

HOW TO - POSITION

- Similar to hire paperwork

- Fill in all spaces

- **Position Type:**

- Fixed Term or Renewable

- **Search Type** (*refer to original hire form*):

- National, Regional or Expedited

- **If no room number/phone**

- Use department's

- **Appointment Type**

- Annual or academic

- **Appointment Basis**

- Full year, 1st Semester or 2nd

Make sure everything is filled out

Position	Salary	Qualifications	Approvers	Documents	Cont
Official Title/Rank (Hayes Hill Title) Autocomplete					
Position Title Code					
Working Title					
Position Type			Select a position type...		
Search Type			Select a search type...		
Department					
Dept Code					
Employee Building					
Room Number					
Phone					
Appointment Type			Select an appointment type...		
Appointment Basis			Select an appointment basis...		
Replacement For					
Replacement For Whom (Autocomplete)					
Search for an employee above to populate this section. Or leave blank if not know					
Begin Date					
End Date					
Save Draft		Submit			

HOW TO - SALARY

- Fill in Salary Information as seen below:
 - Use green 'add' button to add

The form is divided into several tabs: Position, Salary, Qualifications, Approvers, Documents, and Contingency. The 'Salary' tab is currently selected. It contains three input fields: 'Percentage of Time', 'Base Salary', and 'Contract Salary'. A red arrow points to the 'Percentage of Time' field. Below these fields is a section titled 'Charge Salary' which contains a table with three columns: 'Code (XXX-X-XXXXXX)', 'Percent Charged', and '\$ Amount'. Each column has an input field. To the right of the table is a red 'Remove' button. At the bottom left of the form is a green button with a plus sign and the text '+ Add New Charge Salary'.

HOW TO – QUALIFICATIONS

- Fill in all employee qualifications *(refer to employee or original hire form if not known)*
 - Use green ‘add’ button to add more
 - Chancellors office requests that these are added in and filled out

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Position, Salary, Qualifications, Approvers, Documents, and Contingency. The main content area is divided into two sections: Education and Experience.

Education Section:

Degree (Specify All)	Emphasis	Month	Year	Institution	Location	
Select an education code... ▾	<input type="text"/>	MM ▾	YYYY ▾	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

Experience Section:

Description (Location/Title)	Dates	
<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

HOW TO – APPROVERS

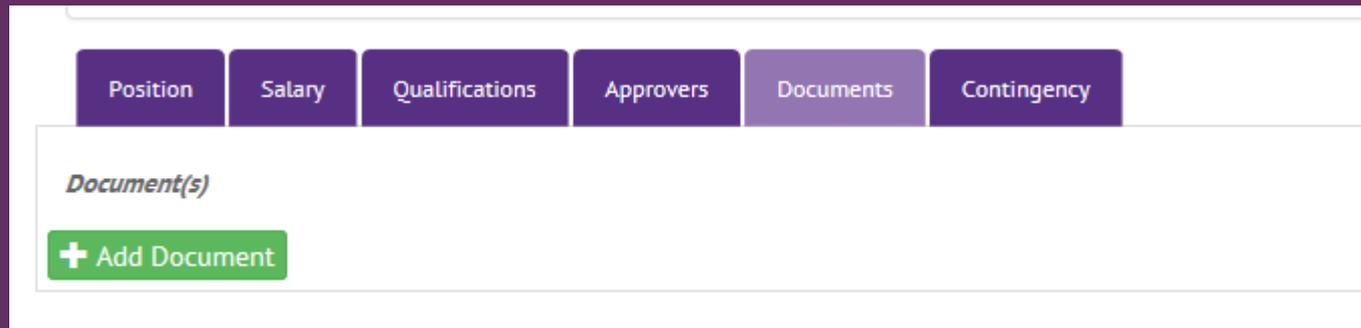
- **Under Approvers Tab:**
 - This is for the individuals who approve the employees timesheet and time off requests
- Search by NetId to add

The screenshot displays three distinct sections for adding approvers, each with a search field and a search instruction:

- Reports To:** Features a search field labeled "Reports To NetId (Autocomplete)". Below the field is the instruction: "Search for an employee above to populate this section."
- Approver:** Features a search field labeled "Approver NetId (Autocomplete)". Below the field is the instruction: "Search for an employee above to populate this section."
- Backup Approver:** Features a search field labeled "Backup Approver NetId (Autocomplete)". Below the field is the instruction: "Search for an employee above to populate this section."

HOW TO – DOCUMENTS

- Documents can include
 - Employee Resume/CV/Transcripts
 - Memo's
 - Position Description
 - Any other relevant documents



The screenshot shows a web interface with a navigation bar at the top containing six tabs: Position, Salary, Qualifications, Approvers, Documents, and Contingency. The 'Documents' tab is currently selected. Below the navigation bar, there is a section titled 'Document(s)' in italics. Underneath this title, there is a green button with a white plus sign and the text '+ Add Document'.

AFTER SUBMITTING

- After you click Submit – you will have to add in the correct individuals into the approval string. Approval flowchart is found on the E-Rehire Application Page
- Employees who have two-department involvement requires sign-off by both departments. This may include Department Chairs, Deans, Directors, and Division Heads
- For Academic Affairs: Provost office defers to Deans & Assistant Vice Chancellors: please do not insert Hermie Snorek or Provost into any approval strings
- ALL Rehired Annuitants MUST go to Chancellor for approval

ONCE APPROVED

- When fully approved
 - HR will update system and send out rehire contract to employee
 - Initiator will be cc'ed on contract email

- *It is department's responsibility to keep track of rehires and submit them in a timely manner to ensure employee is rehired before start date*