E-REHIRE

Human Resources

Talent Acquisition Team

ADVANTAGES

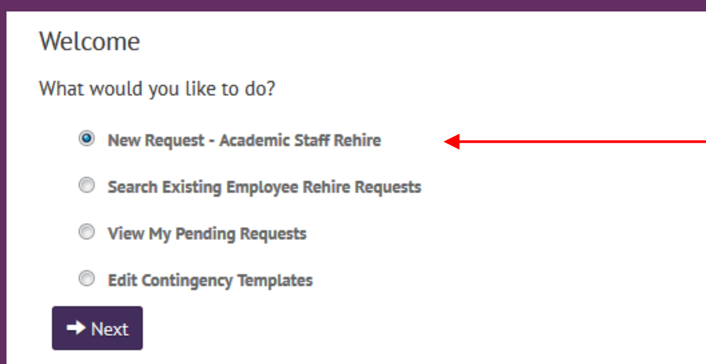
- Efficiency and Ease
  - **Automatic reminders**
  - **Pulls correct information into appropriate fields**
    - Criminal background check, POI etc.
  - **No more paperwork** *(no need to create contract manually)*
    - No need to maintain files on T-drive or ImageNow
      - Easy to manage – all in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

HOW TO GET THERE

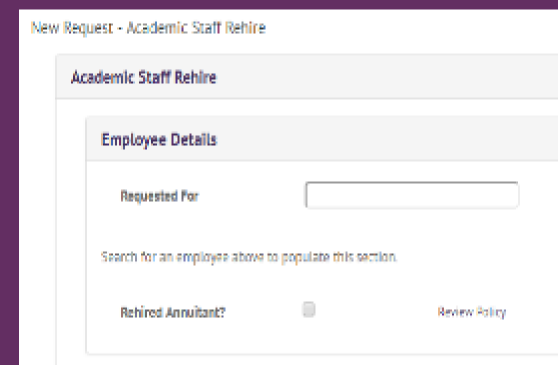
- Human Resources website
- Click: Forms http://www.uww.edu/adminaffairs/hr/forms
- Click: E-Rehire - Web Application

HOW TO GET STARTED

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



Choose new request when re-hiring an employee



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

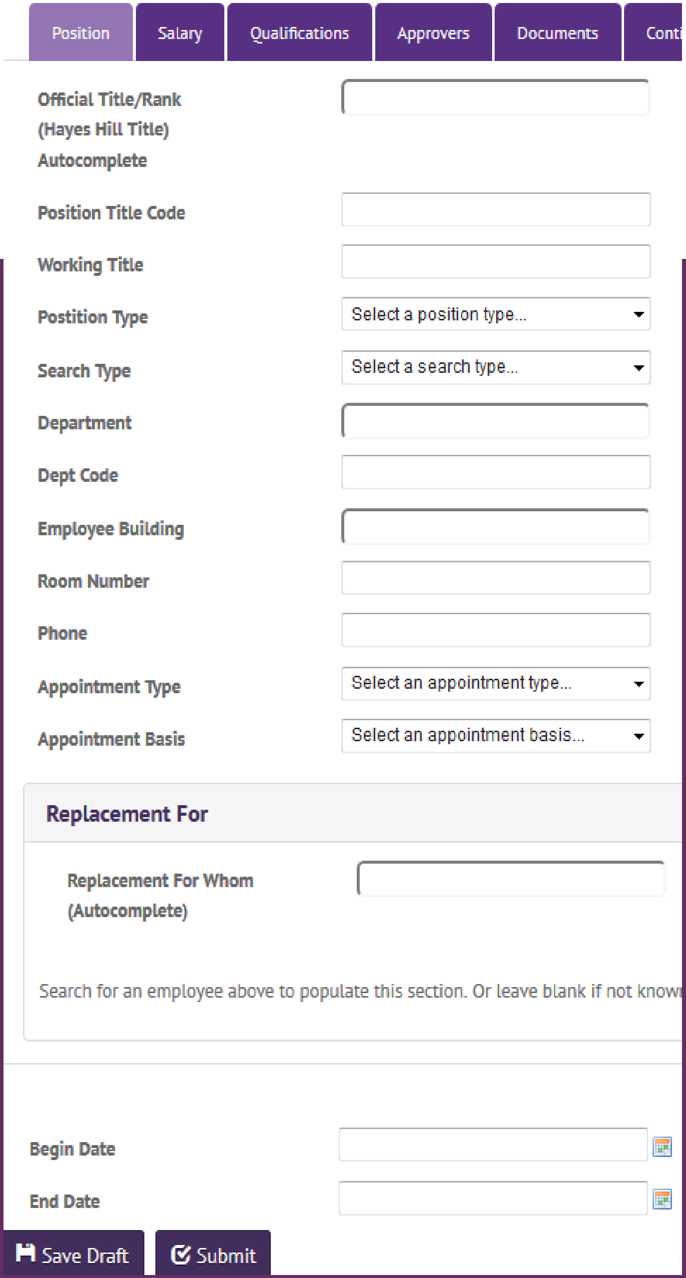
*Rehired Annuitant has a “review policy” link.

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

HOW TO - POSITION

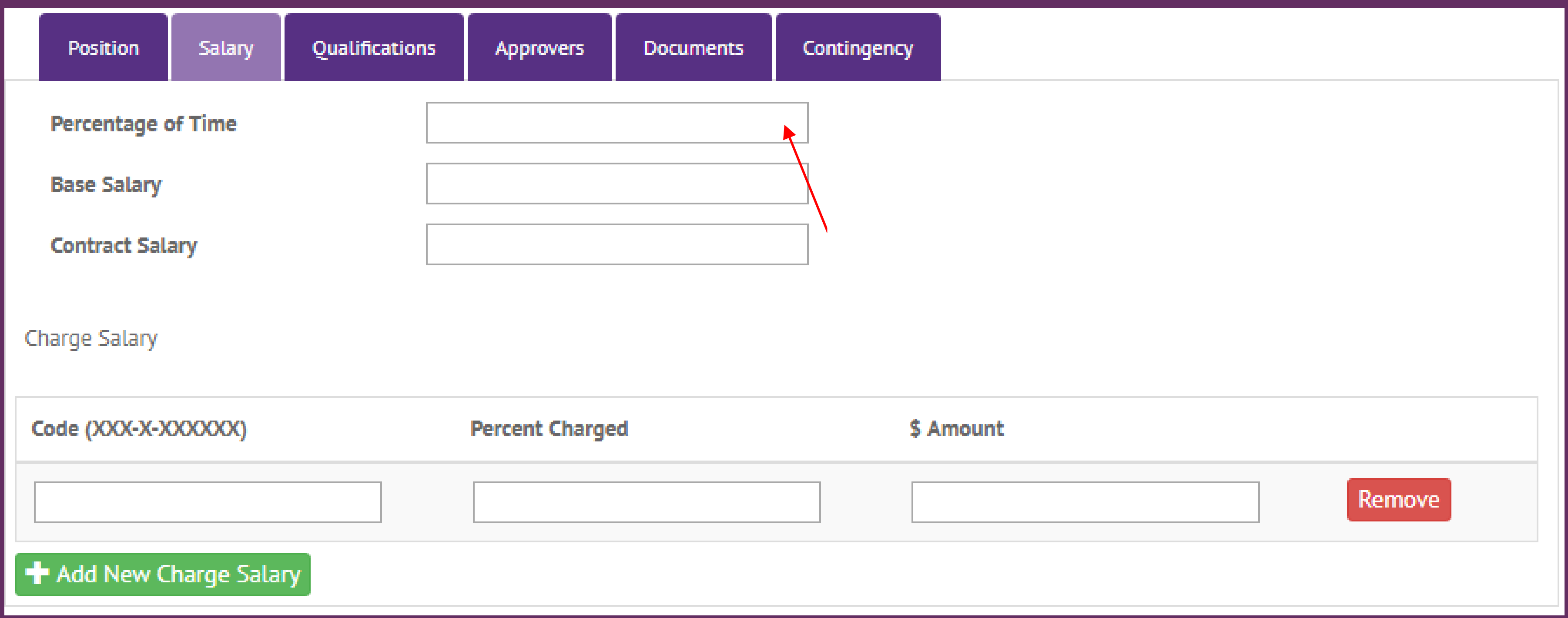
- Similar to hire paperwork
- Fill in all spaces
  - **Position Type:**
    - Fixed Term or Renewable
  - **Search Type** ***(refer to original hire form)*****:**
    - National, Regional or Expedited
  - **If no room number/phone**
    - Use department's
  - **Appointment Type**
    - Annual or academic
  - **Appointment Basis**
    - Full year, 1st Semester or 2nd

Make sure everything is filled out



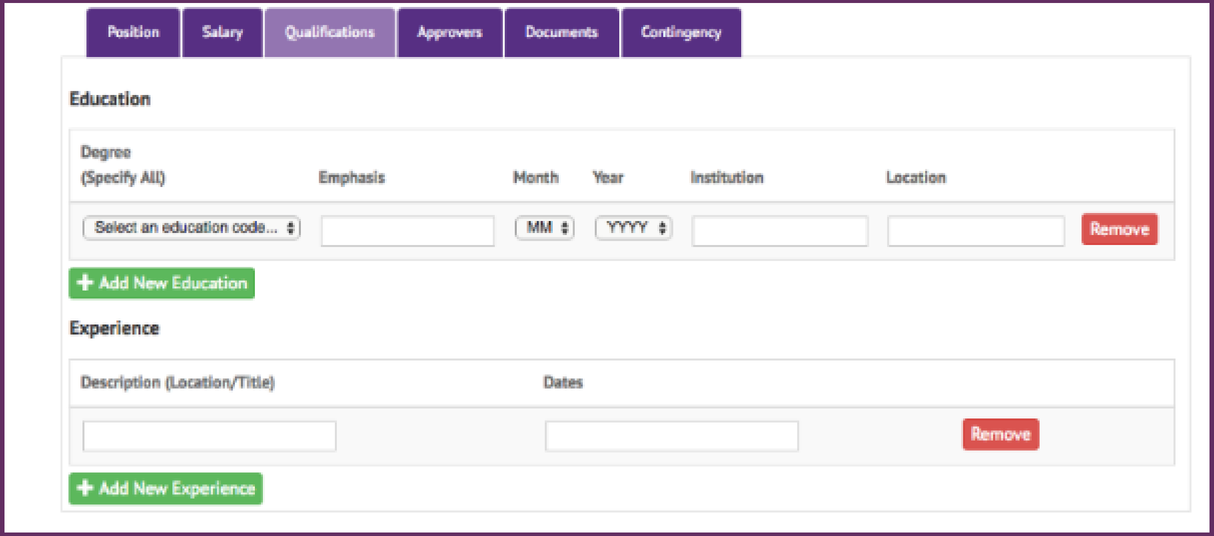
HOW TO - SALARY

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



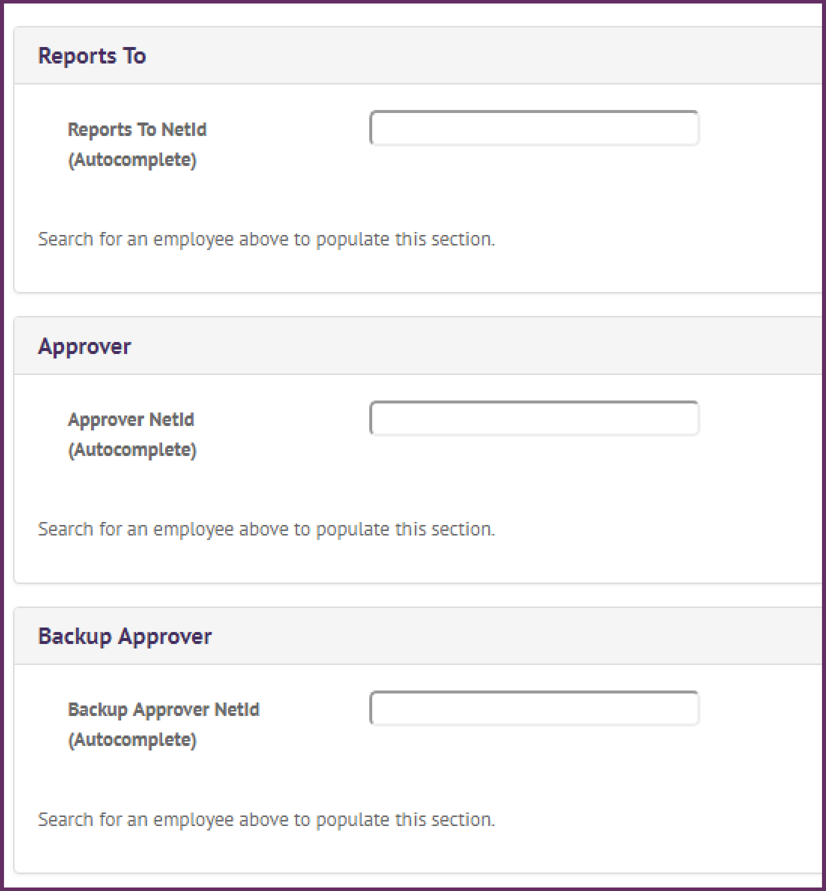
HOW TO – QUALIFICATIONS

- 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



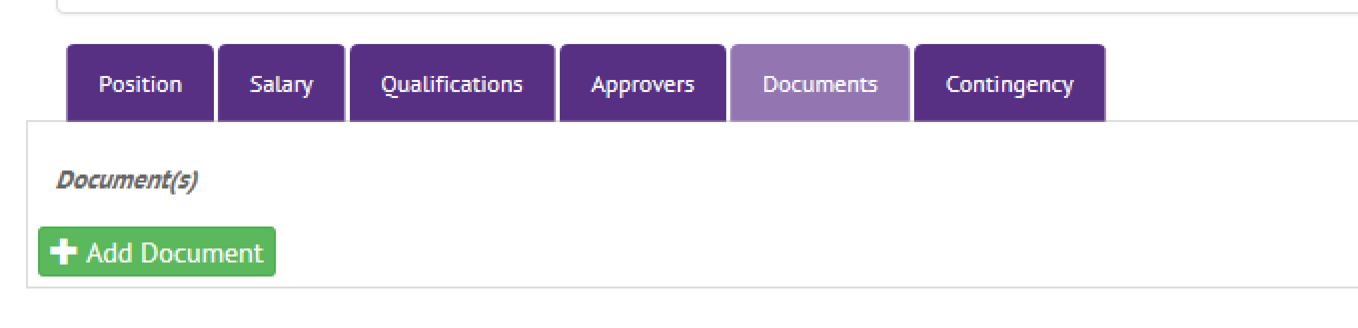
HOW TO – APPROVERS

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



HOW TO – DOCUMENTS

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



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*