REHIRE CHECKLIST

The steps in this guide should be completed when an Employee is being rehired into State Service. Note: If you do not properly complete all of the following steps the Employee's record will not be set up correct and the Employee could be assigned to an incorrect Time Accrual Plan, have an old direct deposit restored, etc.

Reminder: The Rehire Action only applies to those Employees who separated from State Service after the December 29, 2003 go-live. All Employees who separated prior to this date will be treated in HRIS as a new hire because they will not have data stored in the HRIS system.

Check	Task Description	Important Notes
	Check the ZH11 screen to confirm the employee's situation in HRIS. Agency HR enters the three Individual Actions (REHIRE1, HIRE-REHIRE2, HIRE-REHIRE3) to complete the "Rehire Process". HR processes all other transactions as described in the New Hire Process Flow Chart Important fields impacted by the original termination: • Termination Date (must remove this date from the Employee's record), • Adjusted Hire Date, (needs to be calculated for breaks in service) • Time Accrual Plans (Annual Leave & Sick Leave Plans), etc.	• Agency HR should notify PR that the Employee is being rehired. • Agency HR should review the Employees record to determine what items must be added/stopped (see below).
	Does the Employee **need to have any Voluntary Deductions, such as dues or SECC setup on his/her record**? If yes, contact your Agency Payroll Initiator to have new deductions setup on the *Employee Deduction Form (PR14.1)*. Does the Employee have **any existing Voluntary Deductions setup on his/her record from prior state employment that have not been stopped**? **Reminder**: The deduction will continue to be taken if a stop date is not entered. If yes, contact your Agency Payroll Initiator to have stop dates entered on the *Employee Deduction form (PR14.1)*.	• Stop dates must be after the **final payment date** to the Employee.
	Does the Employee **need to have any Additional Payments setup on his/her record that are not included in an Employee Group**? If yes, contact your Agency Payroll Initiator to have the additional payment created on the *Standard Time Record (ZR30.1).* Does the Employee have **any Additional Payments setup on his/her record from prior state employment that have not been stopped**? **Reminder**: Payments to the Employee will continue to be made if a stop date is not entered (example: stipends, uniform allowance) If yes, contact your Agency Payroll Initiator to have stop dates entered on the *Standard Time Record (ZR30.1).*	• Stop dates must be after the **final payment date** to the Employee. • Additional Payments added to the Employees record using an Employee Group will be started/stop automatically based on the Group setup.
	Does the Employee have **any new Direct Deposit requests that need to be setup on his/her record**? If yes, contact your Agency Payroll Initiator to have new distributions setup on the *Direct Deposit Distribution form (XR12.1)*. Does the employee have any existing **Direct Deposits setup on his/her record from prior state employment that have not been stopped**? **Reminder**: Old Direct Deposits will begin processing if a stop date is not entered. If yes, contact your Agency Payroll Initiator to have stop dates entered on the *Direct Deposit Distribution form (XR12.1)*.	• Stop dates must be after the **final payment date** to the Employee.

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<td>Review the Time Accrual Plans the Employee is eligible to received based on his/her rehire with the State of Arizona, determine the following:

Verify the time accrual plans are set up correctly. (Annual, Sick, Holiday, Comp, etc) Some plans may be different between agencies, so if the employee was previously at a different agency you must be sure the correct plans are showing on their record now. The Rehire action is used to start any accrual plans that are to be used. Plans can be verified from the HR11 Employee Master Form or the Employee Plan Inquiry Form (TA60.1
Are the time accrual plans different, if so verify that the old time accrual plans have stop dates entered. If not, contact your Agency Payroll Initiator to have stop dates entered using the Employee Plan Inquiry Form (TA60.1).
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<td>Stop dates must be after the final payment date to the Employee.</td>
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<td>Review the tax withholdings (Federal and State) currently setup on the Employee's record. Ensure that the withholding amounts match what is provided on the Employee's new W-4 and A-4.

If changes are required, contact your Agency Taxes Initiator to have the Employee's tax withholdings updated on the Employee US Taxes Form (PR13.1).
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