Recruit Workforce – Creating the Rehire Employment Form using the “Rehire Former LBNL” process in HRIS

December 2005

Contents

Overview

Use the Rehire pages to create the Rehire Employment Form for an employee applicant who has accepted a position and already has a record in the LBNL Administer Workforce module.

In this Manual:

1. An overview of the pages and fields for Applicant Activity and how they relate to the rehire employment form process for an applicant.
2. Sections covered include:
   a) Applicant Activity - Offer Data and it's status
   b) Historical Searches and what it means to the rehire process
   c) Review, Validation, and Data Entry fields for the rehire
   d) Closing out the Job Requisition and creating the Selection Log
3. Creating the Rehire Employment From

The Overall Rehire Process

Once you have completed the Recruitment Process,

1. Entered the Job Requisition,
2. Updated the Applicant Activity,
3. Done the Requisition Linking,
4. Done the Routing,
5. Entered Interview Date,
6. Enter and update status to "Accepted" for the Offer Data,

you may create the Rehire Employment Form in HRIS

The rehire data entry in the Employees Job Data is still done by the payroll department. The only change is that the Rehire Employment Form is now created in the PeopleSoft HRIS database.

Both the Applicant disposition and the Job Requisition status must be in "Ready to Hire" mode for the rehire process to be successful. You will not be able to call up the record for data entry if the records are not in this status.

Data for the Rehire Employment Form comes from several sources:

- The **Applicant Data** record and **Job Requisition** in the recruitment module,
- The existing current data in **Administer Workforce**, and
- New **Data Entry Fields** that are entered when the form is created.

Procedure

1. The applicant must have accepted the offer. Change the Applicant Activity-Offer status to "Accept"
   Develop Workforce >Recruit Workforce (GBL) > Use > Applicant Activity > Offers

2. Enter the Applicant Rehire Data and Save your data.
   Develop Workforce >Recruit Workforce (GBL) > Use > Rehire Former LBNL

3. Create the Applicant Rehire Employment From; the form is a *Crystal Report* and runs to a .pdf file format.
   Develop Workforce >Recruit Workforce (GBL) > LBNL_Rpts > Rehire Employment From

   a. Send to IRSO for Foreign National before start appointment
   b. US Citizens save for HR Center start appointment

4. Send the Rehire Employment From to Payroll for data entry.
   Once the rehire action is complete in Administer Workforce, review the records to be sure the data is correct. Send any corrections to payroll@lbl.gov.

5. Once the rehire action is completed by payroll you must update the ‘Applicant Disposition’ in Applicant Activity to “Hired” status. This will update both the job requisition status and the status of other applicants linked and routed to the job requisition.
   Develop Workforce >Recruit Workforce (GBL) > Use > Applicant Activity > Requisition

6. Run the “Selection Log” Report. Output destination must be “Web/PDF”.
   Develop Workforce >Recruit Workforce (GBL) >LBNL Reports >Selection Log

7. Create closed job file.
   Closed job file must contain the following items:
   - Hire Request
   - Job Posting Description
   - Selection Log

Closing a Job Requisition After Rehire Action is Complete

Many Job Requisitions are created in order to create the documentation for a Rehire action. In this case requisitions are not automatically closed because the rehire action is not actually done in Recruit Workforce. Rehire actions require the Applicant Activity – Requisition be manually updated in order to update the Job Requisition status to 'Filled'. This is only done after the rehire action is completed in Administer Workforce.

Procedure

1. Open the Applicant Activity for the successful Applicant. Use, Applicant Activity, Enter the Employee Number or Name, Click OK.
   The Applicant Activity – Requisition page will display.

2. Edit the Disposition field to "090-Hired".

3. Save the new data. This will automatically change all other applicants to "110-Reject – Another Applicant was Hired" ***and*** the Requisition status to "110-Filled".

Important: <u>Do not edit</u> the Applicant Activity Disposition until the Payroll group has <u>completed the rehire action</u> in Job data.

About the Selection Log:

SELECTION LOG is an LBNL Report that documents the disposition of all applicants attached to a requisition.

Road Map

Develop Workforce >Recruit Workforce (GBL) >LBNL Reports >Selection Log

1. Prompts by requisition number.

2. The reports "comment" field is populated based on the Routing date, Interview date and the Offer date. Data comes from the Applicant Activity pages.

If Offer Date exists – then "Applicant was the best qualified for the position."

If Interview Date exists – then "The Laboratory selected the best qualified candidate for the position: the applicant was not the best qualified candidate."

If Routing Date only – then "the Laboratory interviewed only very well qualified applicants: applicant was not considered to be very well qualified.”

Rehire Process for All Employee Classifications

Only the Payroll Department may insert a REHIRE row in the HRIS Job Data pages. This is done for all employee classifications where the person already exists in the system. Whether you are hiring a guest/contract worker as an LBNL employee or a former LBNL employee is returning to work, they would both require a REHIRE action in the system.

Until the rehire mechanism is provided for divisions to enter rehires directly into HRIS, all rehire actions must be sent to the Payroll Department for data entry. During this time a Rehire Employment Form is required to assure that all the data is accurately captured in the rehire record.

Important! Complete all applicant activity up to and including the offer information. Do not mark the offer as accepted until you have generated the Hire Request and Offer letters. Generate the Job Requisition/Hire Request and Offer Letter reports before you mark the Applicant Activity-Offer page as Offer “Accepted”. This will mark the applicant record as “Ready to Hire” and all others attached to the requisition as “Hold”. After this you can great the Rehire Employment Form.

Once the payroll department completes the rehire action in job data, you may close out the applicant data and job requisitions. At this time you will be ready to generate the Selection Log report and the Closed Job File.

Rehiring an Applicant – Generating the Rehire Employment Form

Once you have completed the Recruitment Process, and have proper approvals, you can create the rehire employment form. This must be done *prior* to the employee's start since the form must be reviewed and sent to the payroll department in order to have the rehire row entered in the job record.

Please do not send payroll the rehire forms more than two weeks prior to their start date. Once people are rehired, they appear in the laboratory directory, which would allow them to be signed up for system access that will lay dormant for months (potentially). This can lead to a security risk. In addition, correction of dates when they must change is time consuming.

Remember that PeopleSoft IS ALSO the Payroll system. All hires and rehires put into HRIS will be paid according to the data you enter. If an employee's start date changes, or any employment data changes, it is YOUR responsibility to have the Payroll department make the correction immediately.

How to Generate the Rehire Employment Form

Roadmap

Develop Workforce >Recruit Workforce(GBL) >Use >Rehire Former LBNL

HISTORICAL NUMBER SEARCH: The rehire employment form should be started after the historical number search has revealed that the person really requires rehire action and that the employee id number being rehired is correct.

Procedure

1. From the Recruit Workforce, Use menu, select "Rehire Former LBNL". *The Rehire Former LBNL- Find an Existing Value page displays.*

2. Enter Applicant ID (same as EmplID) and click on Search or hit the Enter key. *The Rehire Personal Data1 page displays.*

   The data and fields displayed in the rehire pages comes from several sources; the Recruit Workforce data pages, the Administer Workforce data pages, and blank data entry fields which are all necessary to create the rehire employment form.

3. Click on the "tabs" to navigate through the Rehire pages and enter data as detailed in the following pages of this manual. **Important:** Use these pages to understand the affect changes will have on information and reports in the database.

4. Save your entries. **Note**: you will save the data once all entries are completed and you may return to any record at any time to update data.

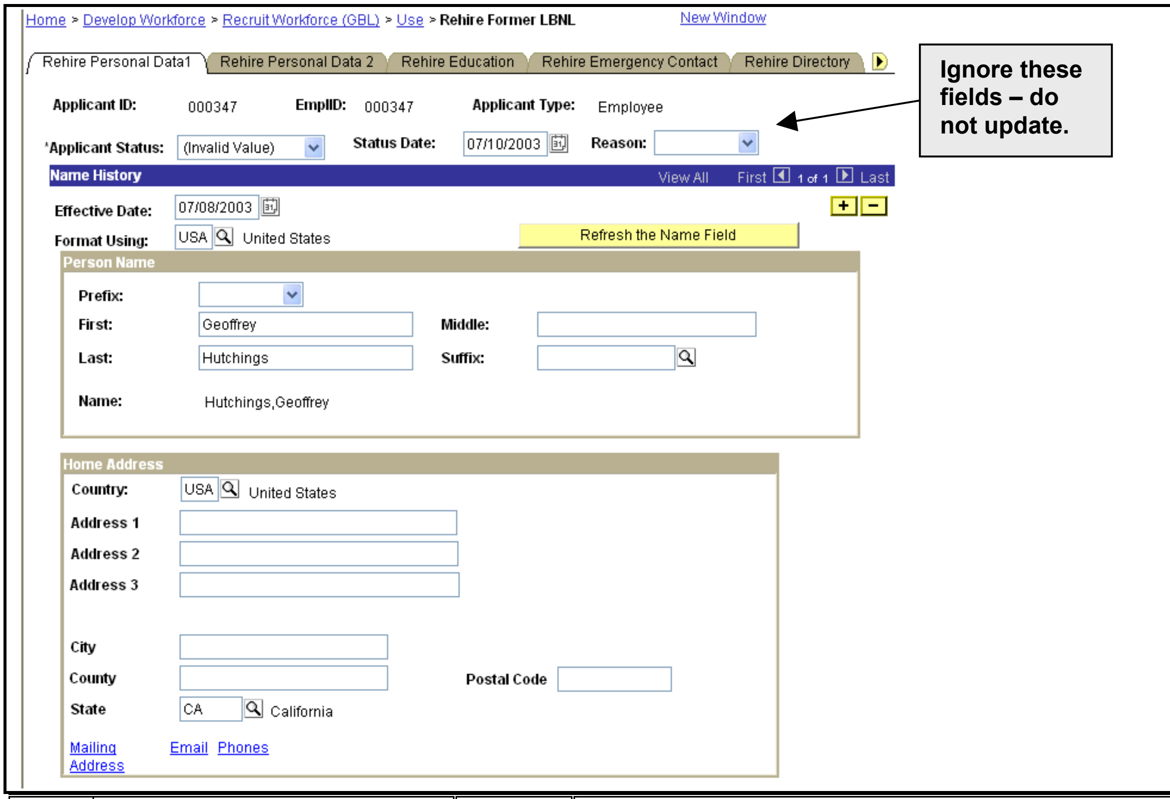
5. Go to the LBNL_Rpts menu to create and print the Rehire Employment From.

Important: There are very few field edits and system validations in the process used to generate the rehire employment form. It is your responsibility to understand the laboratory policies and requirements surrounding the data and the actual rehire of an applicant, as they will be setup in the HRIS job record.

Rehire Personal Data 1 page

This page contains details regarding applicant status, name, and address information. This data is the actual Applicant Personal Data page. You must insert a row to edit this page. Since the Effective date must be the date of rehire, you must insert a row in order to update the date.

Only edit the name and address information if needed. Click on the + to add a new row in this page.



Req	FIELD NAME	Type	Description
*	**Effective Date**	DT	Displays data from the Applicant Data pages. **Effective Date must be the Rehire EffDt, insert a new row in order to edit.**
	Prefix	LU	Leave blank – Not Used
*	**First Name**	--	Enter
	Middle Name	--	Enter if applicable
*	**Last Name**	--	Enter
	Suffix	LU	Enter if applicable
*	**Home Address-Country**	LU	Value List available
*	**Home Address-Address 1**	--	Enter
	Home Address-Address 2	--	Enter if needed
*	**Home Address-City**	--	Enter
	Home Address-County	--	Leave Blank, Not Used
*	**Home Address-Postal**	--	Enter (Zip Code)
*	**Home Address-State**	LU	Enter or select from value list
	Mailing Address	LINK	Links to Postal Address Page-Not Used
	Email	LINK	Links to Email Addresses Page – Not Used
*	**Phones**	LINK	Links to Telephone Numbers Page, Click and Edit as necessary. Use Phone Type: “Main”

* Required Field

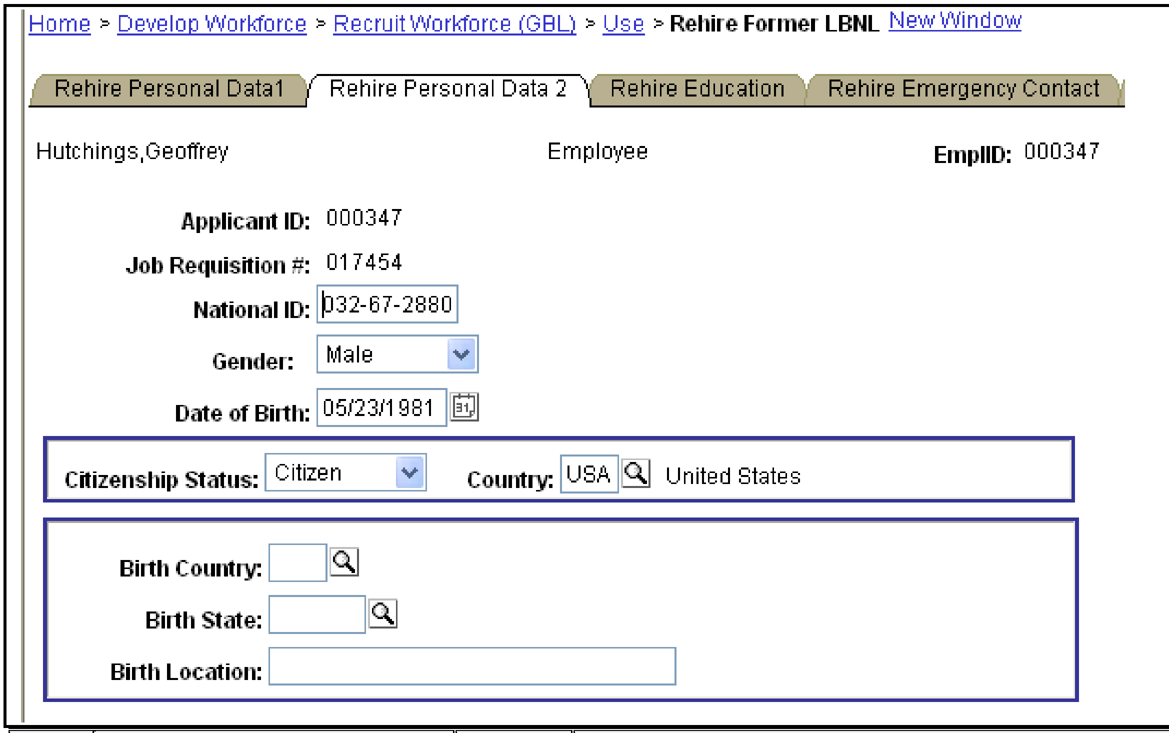
Rehire Personal Data 2 page

This page displays the most recent data from Administer Workforce. Edit these fields as necessary. If no change is needed then do not edit. These fields are saved to a separate rehire data table and will not update the Administer Workforce record.

If data on this page is incorrect, update the data here and then contact the appropriate group to follow through on correction of Administer Workforce.

Changes in Citizenship – notify IRSO office at x632. If country of Birth or citizenship is a sensitive country, then contact CI office in Integrated Safeguard and Security Group, x 5132.

Corrections of National ID (Soc Sec #) – contact payroll payroll@lbl.gov. (Note: 999 numbers are valid for guest and contract workers.)



Req	FIELD NAME	Type	Description
	Applicant ID	--	Display only
	Job Requisition #	--	Display only
*	**National ID**	--	Enter or validate SS#
*	**Gender**	--	Enter or validate – employee must self identify and may use Employee Self-Service website.
*	**Date of Birth**	--	Enter or validate
*	**Citizenship Status**	VL	Enter citizenship as it relates to the USA
*	**Country**	LU	Enter country of Citizenship, use lookup
**	**Birth Country**	LU	Enter country of birth, use lookup
	Birth State	LU	Enter if known, use lookup if available
**	**Birth Location**	--	Enter city, province, or most local location

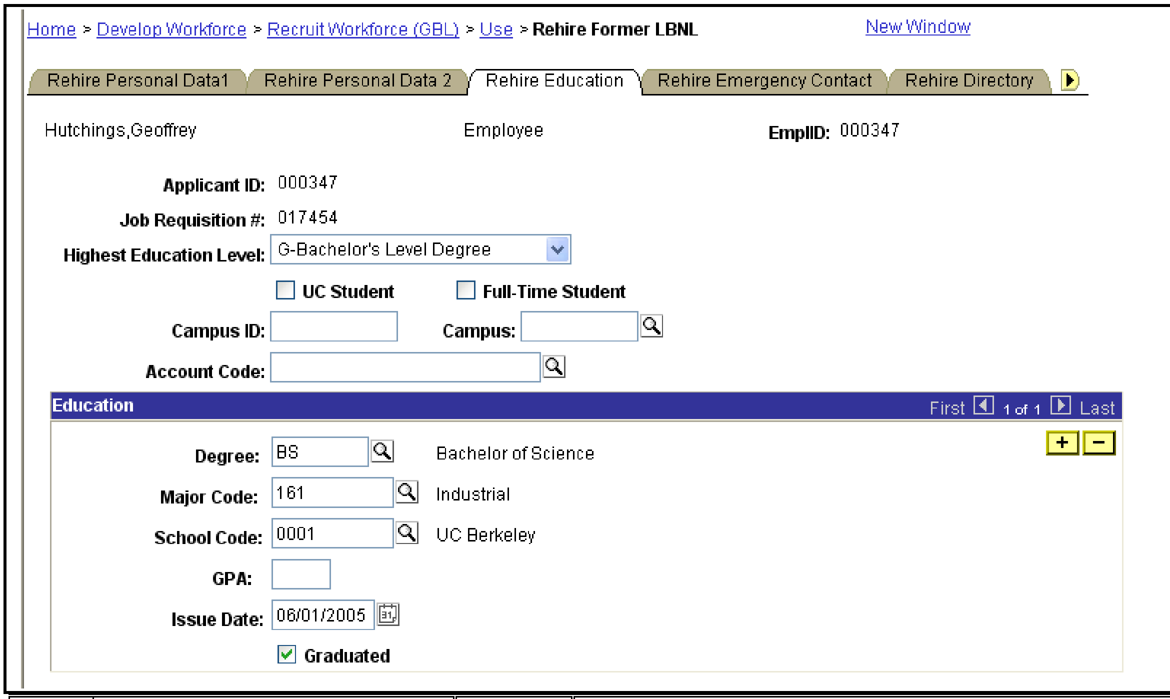
* Required Field

** Required for Foreign Nationals, or if birth country is on Sensitive Country list. *(List is subject to change)*

Algeria	Iraq	Sudan (T)
Armenia	Israel	Syria (T)
Azerbaijan	Kazakhstan	Taiwan
Belarus	Kyrgyzstan	Tajikistan
China, People's Republic of (includes Hong Kong)	Korea, Democratic People's Republic of (North Korea) (T)	Turkmenistan
Cuba (T)	Libya (T)	Ukraine
Georgia	Moldova	Uzbekistan
India	Pakistan	
Iran (T)	Russia	

Rehire Education page

Displays information as it exists in the most recent data rows in Administer Workforce. Edit data here or leave it unchanged. This data is saved to a separate rehire data table and will not update the Administer Workforce record



Req	FIELD NAME	Type	Description
	Applicant ID	--	Display only
	Job Requisition #	--	Display only
*	**Highest Education Level**	--	Enter
**	**UC Student**	--	Update as necessary
	Full-Time Student	--	Update as necessary
***	**Campus ID**	--	Enter School Student ID Number
***	**Campus**	LU	Enter School Code, use lookup
	Project ID	LU	Enter for GSRAs only
	Degree	LU	Enter, use lookup
	Major Code	LU	Enter, use lookup
	School Code	LU	Enter, use lookup
	GPA	--	Not Used
	Issue Date	DT	Enter, must be MM/DD/YYYY (use June 1 if exact date not known)
	Graduated	CK	Update as necessary

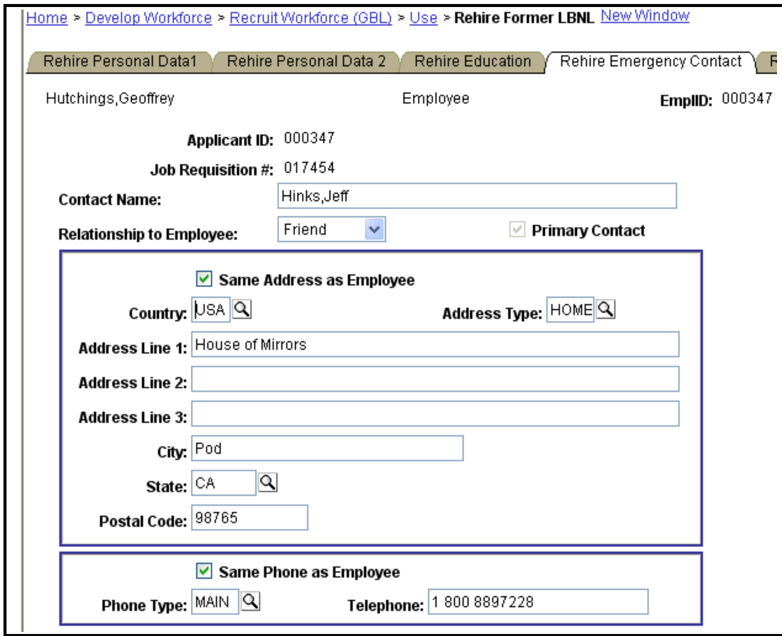
* Required Field
** Required for UC Students only
*** Required for UC Students and Faculty

Rehire Emergency Contact page

This page displays information, as it exists in Administer Workforce. The exception is when the “same address as employee” or “same phone as employee’ check boxes are selected then, the address and phone fields will be auto populated from the information contained in the Applicant Personal Data pages instead of the Administer Workforce Personal Data. Uncheck then check the box to refresh the data display.

If you are using the same address as employee” or “same phone as employee” checkbox and the data is incorrect, uncheck both boxes and data enter the information correctly. This pages data is saved to a separate rehire data table and will not update the Administer Workforce record.

All employees and guests are expected to have an Emergency Contact listed. Emergency contacts are required, if needed, hand write the information on the form during the ‘Start Appointment’ and payroll will enter it when the rehire action is entered in HRIS.


Home > Develop Workforce > Recruit Workforce (GBL) > Use > Rehire Former LBNL New Window

Rehire Personal Data1 | Rehire Personal Data 2 | Rehire Education | Rehire Emergency Contact

Hutchings,Geoffrey   Employee   EmplID: 000347

Applicant ID: 000347
Job Requisition #: 017454
Contact Name: Hinks,Jeff
Relationship to Employee: Friend   Primary Contact

Same Address as Employee
Country: USA   Address Type: HOME
Address Line 1: House of Mirrors
Address Line 2:
Address Line 3:
City: Pod
State: CA
Postal Code: 98765

Same Phone as Employee
Phone Type: MAIN   Telephone: 1 800 8897228

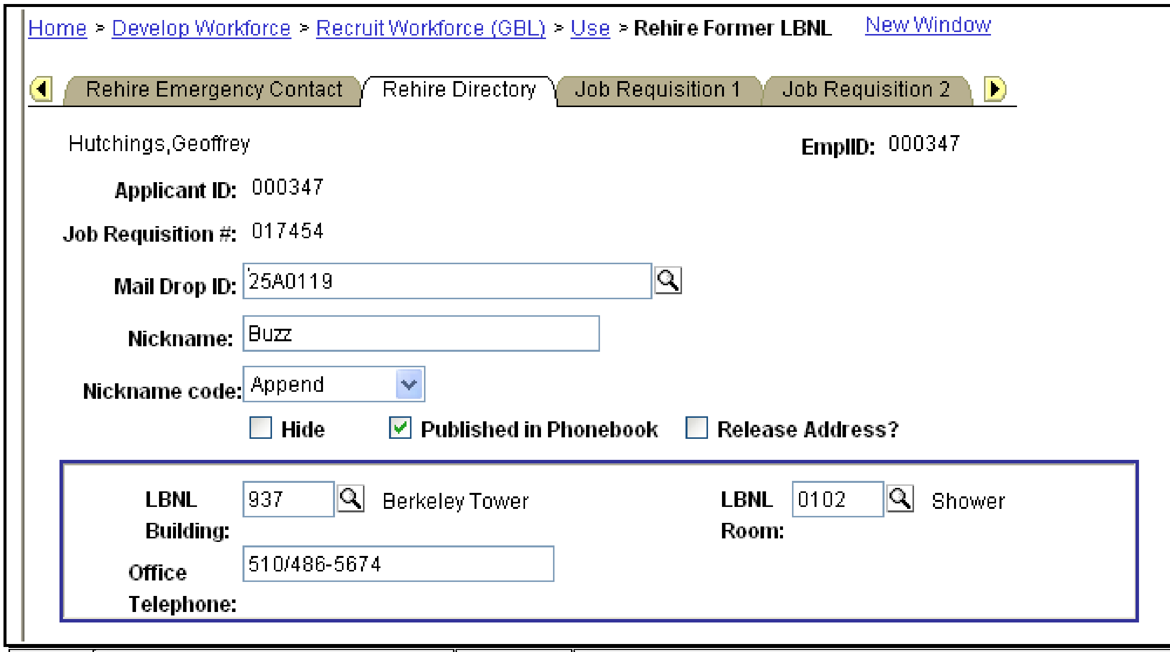
Only one emergency contact and phone may be included in the rehire employment form, if information is not available at time of creating this form or if additional rows are needed, enter them in Administer Workforce or employee may add it using the Employee Self-Service website.

Req	FIELD NAME	Type	Description
	Applicant ID	--	Display only
	Job Requisition #	--	Display only
	Contact name	--	Enter
	Relationship to Employee	VL	Select from value list
	Primary Contact	CK	Auto entered-one primary contact required.
	Same Address as Employee	CK	Check to auto-populate the same address as Applicant Personal Data. Displays only saved data. Uncheck to enter unique address.
	Address Type	VL	For ‘same address as employee”, select type ‘HOME’
	Country	LU	Enter
	Address Line 1, 2, 3	--	Enter
	City	--	Enter
	State	LU	Enter
	Postal Code	--	Enter
	Same Phone as Employee	CK	Check to auto-populate the same phone as Applicant Personal Data. Displays only saved data. Uncheck to enter unique information.
	Phone Type	VL	For ‘same phone as employee”, select type ‘MAIN’ or select whatever type is appropriate.
	Telephone	--	Enter full phone with area code 510/555-1212

* Required Field

Rehire Directory page

This data is saved to a separate rehire data table and will not update the Administer Workforce record. Only one set of work location information and work phone may be included in the rehire employment form, if additional rows are needed, enter them in Administer Workforce or have the employee contact telephone services to have the recode updated.



Home > Develop Workforce > Recruit Workforce (GBL) > Use > Rehire Former LBNL New Window

Rehire Emergency Contact | Rehire Directory | Job Requisition 1 | Job Requisition 2

Hutchings,Geoffrey EmplID: 000347

Applicant ID: 000347

Job Requisition #: 017454

Mail Drop ID: 25A0119

Nickname: Buzz

Nickname code: Append

Hide Published in Phonebook Release Address?

LBNL Building: 937 Berkeley Tower LBNL Room: 0102 Shower

Office Telephone: 510/486-5674

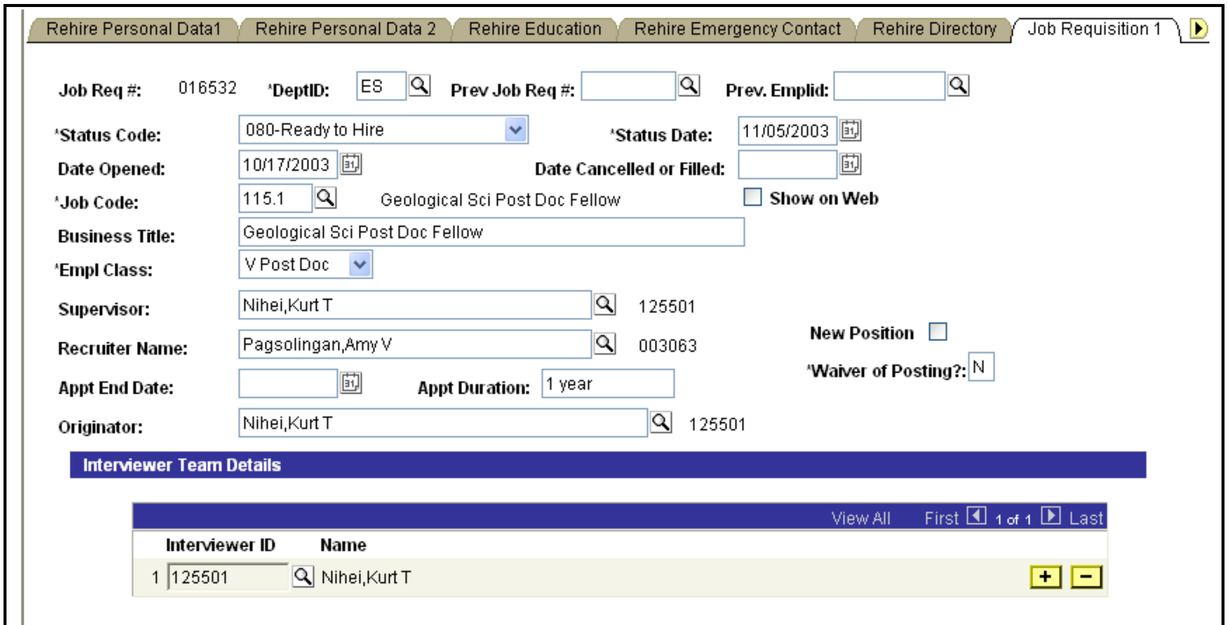
Req	FIELD NAME	Type	Description
	Applicant ID	--	Display only
	Job Requisition #	--	Display only
*	**Mail Drop ID**	LU	Enter, use lookup
	Nickname	--	Enter if other name is desired in web directory
	Nickname Code	VL	Select the display option for the web directory. Append – displays the nickname value, in parentheses, at end of the name field on the web. Replace – replace the fist name with the nickname on the web.
	Hide	CK	Not used – should be unchecked
	Publish in Phonebook	CK	Not used – should be unchecked
	Release Address?	CK	Enter as necessary – release address form must be on file. This relates to home address.
*	**LBNL Building**	LU	Enter, use lookup (format: 3 digits w/alpha '005' or '076B')
*	**LBNL Room**	--	Enter, use lookup (format: 4 digits w/alpha '0200' or '0501C')
*	**Office Telephone**	LU	Enter full phone with area code 510/555-1212 or LBNL extension only (system will auto update).

* Required Field

Note: Use supervisor Bldg/Rm/Phone if exact location is not known. These are required fields for the rehire data entry.

Job Requisition 1 page

Contains details regarding the position, supervisor and other job related fields. This data is the same page and data as the Job Requisition; in fact it *is* the job requisition! When you edit this page you are editing the original job requisition. Only edit this page if necessary, by this time the data should have already been updated!

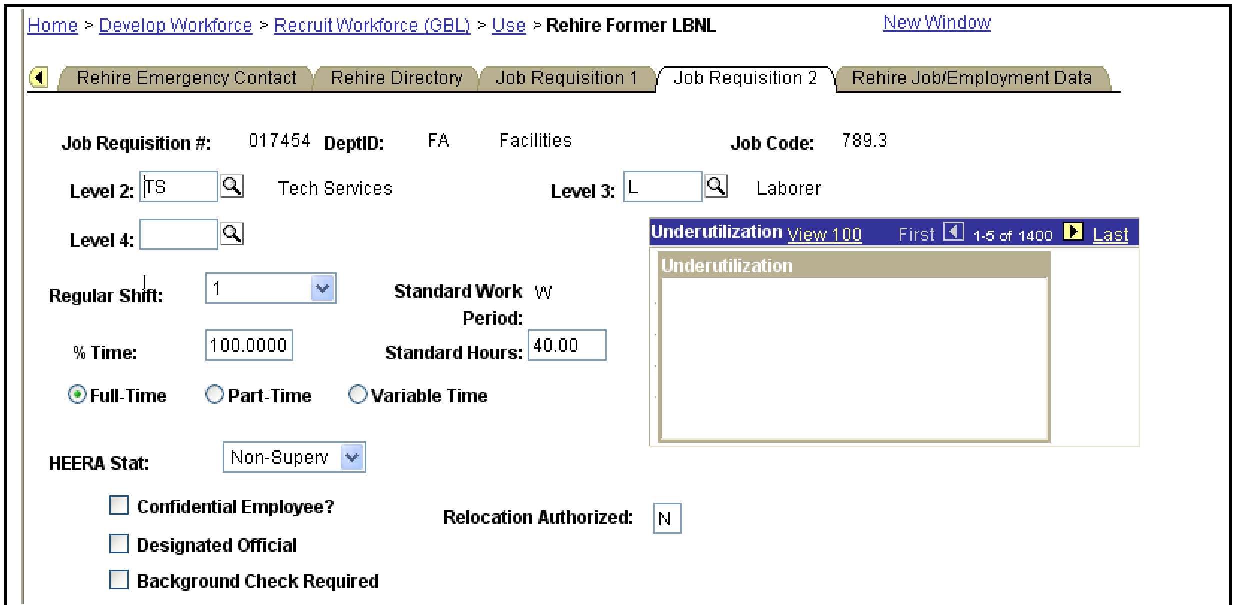


Req	Field Name	Type	Description
*	**Dept ID**	LU	Enter Level 1 code for the position
	Prev. Job Req. #	KU	Not relevant in rehire – do not edit
	Previous Emplid	LU	Not relevant in rehire – do not edit
	Status Code	VL	Not relevant in rehire – do not edit
	Status Date	DT	Not relevant in rehire – do not edit
	Date Opened	DT	Not relevant in rehire – do not edit
	Date Cacld or Filled	DT	Not relevant in rehire – do not edit
*	**Job Code**	LU	Enter LBNL Job Code
	Show on Web	CB	Edit as necessary - Default is checked, (OPEN & HOLD status will displays on web). Uncheck to not display on the web.
*	**Business Title**	--	Working Title – Auto fills from Job Code with Job title, edit as needed.
*	**Empl Class**	LU	Enter Select from Value List (required)
*	**Supervisor**	LU	Enter, should be Supervisor Name (PeopleSoft format)
*	**Appt End Date**	DT	Edit or Enter as needed, Last date of appointment (mm/dd/yy)
	Appt Duration	--	Not relevant in rehire – do not edit
	New Position	CB	Not relevant in rehire – do not edit
	Appt Duration	--	Not relevant in rehire – do not edit
	New Position	CB	Not relevant in rehire – do not edit
	Recruiter Name	LU	Not relevant in rehire – do not edit
	Waiver of Posting?	--	Not relevant in rehire – do not edit
	Originator	LU	Not relevant in rehire – do not edit
	Interviewer Id	LU	Not relevant in rehire – do not edit

* Required Field

Job Requisition 2 page

Contains details regarding the position, supervisor and other job related fields. This data is the same page and data as the Job Requisition; in fact it *is* the job requisition! When you edit this page you are editing the original job requisition. Only edit this page if necessary, by this time the data should have already been updated!



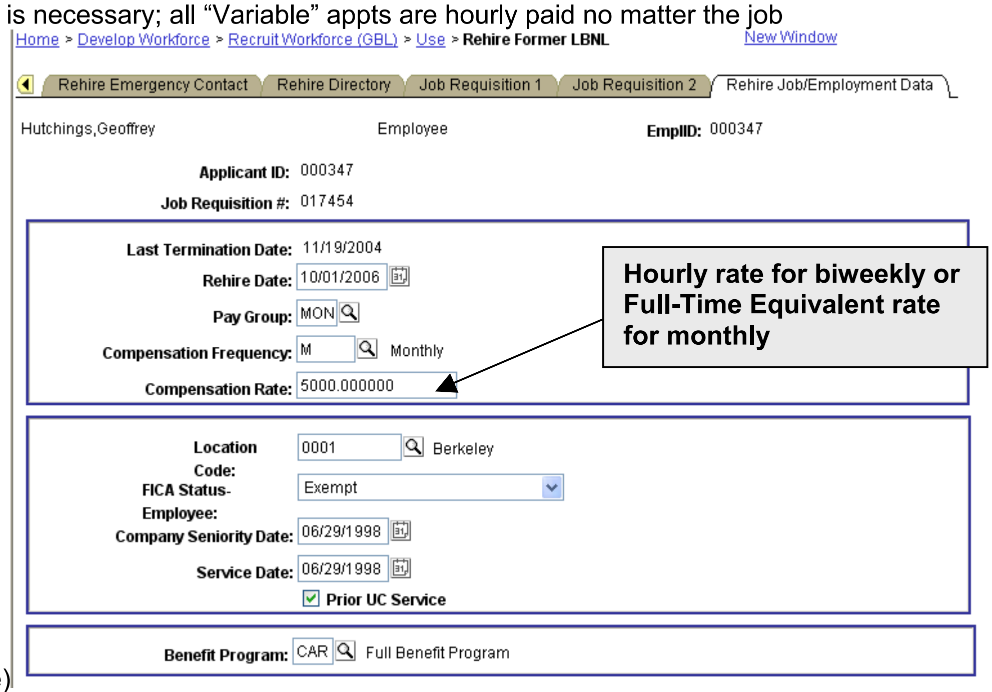
Req	Field Name	Type	Description
**	**Level 2**	LU	Enter, use lookup
**	**Level 3**	LU	Enter, use lookup
**	**Level 4**	LU	Enter, use lookup
*	**Regular Shift**	VL	Should be N/A
*	**% Time**	--	Enter percentage hours per week
*	**Standard Hours**	--	Enter number of hour to work each week
*	**Full/Part/Ind**	RB	Click as appropriate
*	**HEERA Status**	VL	Defaults: non-supervisor, requires LER approval
**	**Confidential Employee?**	CB	Defaults unchecked, requires LER approval
	Relocation Authorized	----	Defaults N, change to "Y" if authorized
**	**Designated Official**	CB	Defaults unchecked, Check this box if this is a "designated" position. Financial disclosure requirements apply.
*	**Background Check Required**	CB	Check this box all positions require a background check.
	Underutilization	--	This data is not displayed in rehire pages.

** Required if applicable
* Required Field

Rehire Job/Employment Data page

Contains details regarding the position, supervisor and other job related fields. This data is a combination of data from the existing data in Administer Workforce and the special rehire fields. This data is saved to a separate rehire data table and will not update the Administer Workforce record.

(Edit is necessary; all “Variable” appts are hourly paid no matter the job



code)

Req	Field Name	Type	Description
	Applicant ID	--	Display only
	Job Requisition #	--	Display only
	Last Termination Date	DT	Display only for information
*	**Rehire Date**	DT	Enter effective date of rehire action, must be equal to or greater than effective date entered on Rehire Personal Data 1 page.
*	**Pay Group**	LU	Default depending on the job code Monthly, Biweekly. *(Edit is necessary; all “Variable” appts are hourly paid no matter the job code)*
*	**Comp Frequency**	LU	Default depending on the job code M or H value only. *(Edit is necessary; all “Variable” appts are hourly paid no matter the job code)*
*	**Compensation Rate**	--	Enter rate of pay *(Hourly rate for Biweekly or Full Time Equivalent rate for Monthly, payroll will calculate comp for part-time employees)*
*	**Location Code**	LU	Defaults to Berkeley – only edit if tax location is other than Berkeley, contact payroll with questions.
*	**FICA Status-Employee**	VL	Enter FICA eligibility; use the Rehire Benefit Matrix pg 20 to determine eligibility.
	Company Seniority Date	DT	Do Not Update – Payroll will adjust
*	**Service Date**	DT	Enter, based on service credit rules and service credit calculation worksheet. Must be updated on or around time of rehire: requires proper documentation.
*	**Prior UC Service**	CB	Check as needed
*	**Benefit Program**	DT	Enter Ben Program; use the Rehire Benefit Matrix on pg 20 to determine Benefit Program.

* Required Field

Reports and Queries

Overview

HRIS 8.3 runs both reports and queries to web based applications. The output may be printed or saved to the user's desktop according to the output selected at the time the report or query is run.

SQR and Crystal – There are two primary Report types, SQR and Crystal. Both report types 'print' the output to Adobe Acrobat. Hardcopies can be reviewed and printed from there.

Queries – Always output to an html version of Excel. Users should use the .CSV format to save the query output to their desktop. This file should be opened with Excel – the data will automatically parse the data into the worksheet. Note: Data formats for numbers (including emplid), date, time, and dollar values will need to be formatted. This version of query-excel does not impose standard formatting on the exported data fields. Tips on formatting output in Excel are included in this section.

How to Run a Report

Run Control ID

When you want to run a report or process, you need to tell the system when and where you want it to print. For most reports or processes, you also need to set parameters that determine the content of the report, such as the business unit or time period on which to report.

A run control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create (and save) a run control with those settings. The next time you run the report, you select the run control, and the system fills in the settings.

A run control is created in "Add" mode and is saved when either the save button is pressed or when the selected report runs successfully. Once you create a run control ID you should always use the same one.

Rehire Employment Form is a Crystal Report

How to Run a Crystal Report

1. **Select the Report** you wish to run (update display mode)
2. Enter a **Run Control ID**
3. Enter **Parameters** or skip to step 4
4. Click the **"Run" button**
5. Select Server Name: **PSNT**
6. Select Type: **Web**
7. Select Format: **PDF**
8. Click **OK**, the report will "process"
9. To view and print the report, Click the **Process Monitor link**
10. Click the **"Refresh" button** until the Run Status is **"Success"**
11. Click **Details link**
12. Click **View Log/Trace link**
13. Click **the *.pdf file link (the name will consist of the file name and run instance #)**
14. **View** and **print** report from Acrobat .pdf file

How to Run a Public Query

Accessing the Query Manager

Roadmap

Home > PeopleTools > Query Manager > Use > Query Manager

How to Run an Existing Query without 'opening the query'

1. **Search for the Query** you wish to run
   - Enter a partial query title and click the Search button
   - Leave search criteria blank to view all available Queries
2. Click **Search button** to list available Queries
3. Click the **Run link** on the row for the title you wish to execute, a separate IE window will open to display the prompts and results.
4. Enter **Prompts if applicable** and Click the View Results button. If the query has no prompts your query results will be displayed.
5. Results will display in IE html page. Data can be viewed or downloaded to your desktop.
6. To download to Excel –**Use the "CSV Text File" link**. Do Not use the "Excel Spreadsheet" link.
   - *CSV Text File link* creates a simple text file that is automatically opened in Excel and easily formatted
   - *Excel Spreadsheet link* creates an excel file with very unfriendly formatting. Not recommended.
7. Save the CSV file to your desktop, rename if desired.
8. Double click the CSV file on your desktop and the file will open in Excel. Format the file as needed. See Query Excel formatting tips listed a below.
9. To exit the query, Close the Query – Results IE window.
10. To run a new query, Activate the Query Manager IE window, it should still be open but minimized.

NOTE: A query must be "SAVED" before it will run. If you edit any part of a query you must first save it before running.

Tips on formatting your Query Output

1) When you first open the CSV file, always format the spreadsheet and save.

   a) Select all cells in the spreadsheet using the top left cell. Hot Key: Ctrl-A
   b) AutoFit the column width – Format, Column, AutoFit Selection. Hot Key: Alt-O,C,A
   c) Left Justify all columns – click the Align Left tool bar button
   d) Change the .CSV format of the spreadsheet - Save your CSV file, edit the "Save as type" to be Excel Workbook, Click OK.

2) Use Excel's Format, Cells menu option to standardize field by column. Fields that we suggest formatting are: Numbers (including emplid), Dates, and Time.

Historical Name Searches

Roadmap

Develop Workforce >Recruit Workforce (GBL) >Use >Historical Employees

Procedure

1. On Historical Employees – Find an Existing Value page:
   a. Select Last Name from the **Search By** value list
   b. Enter the known last name or partial last name in the **Last Name** field.
   c. Click Search.
   The Search returns a list of all current and historical employees who meet the criteria specified.

   d. Click on the last name or EmplID of the record you wish to display.
   The historical data page displays for your review.

Note: PeopleSoft HRIS data was loaded as of 6/23/96. At that time all available history was loaded for active records only. For non-active records, only the most current data row was loaded.

Rehire Benefit Matrix/FICA Indicator

Rehire Benefits Matrix/FICA Indicator

	Full-time (100%) 40 hrs/wk	Part-time (50%) 20 hrs/wk	49.99% - 43.75% at least 17.5 hrs/wk	Less than 43.75%	Variable
N - Career	*Full Benefits (TIP) Full FICA (Subject)**	*Full Benefits (TIP) Full FICA (Subject)**	*Employee must be reclassified to Limited with an end date*		
A - Term: 1-7 years max Please see RPM for details	*Full Benefits (TIP) Full FICA (Subject)*	*Full Benefits (TIP) Full FICA (Subject)*	*Employee must be reclassified to Limited with an end date*		
P - Postdoc: more than 2 yrs	*Full Benefits (TIP) Full FICA (Subject)*	*Full Benefits (TIP) Full FICA (Subject)*	*Employee must be reclassified to Limited with an end date*		
V - Visiting Postdoc: 6 mos or more (2 yrs max)	*Mid-Level Benefits (LTT) Medicare Only*	*Mid-Level Benefits (LTT) Medicare Only*	*Employee must be reclassified to Limited with an end date*		
T - Limited: Less than 3 mo	*CORE w/TIP (COT)** Medicare Only*	*CORE w/TIP (COT)** Medicare Only*	*CORE w/TIP (COT)** Medicare Only*	*No Health & Welfare (NON) Medicare Only*	*No Health & Welfare (NON)** Medicare Only*
T - Limited: 3 mo to less than 1000 hrs	*Mid-Level Benefits (LTT)** Medicare Only*	*CORE w/TIP (COT)** Medicare Only*	*CORE w/TIP (COT)** Medicare Only*	*No Health & Welfare (NON) Medicare Only*	*No Health & Welfare (NON)** Medicare Only*
S - Student (UC Student)	*No Health & Welfare (NON) Medicare Only*	*No Health & Welfare (NON) Medicare Only*	*No Health & Welfare (NON) No FICA (Exempt)*	*No Health & Welfare (NON) No FICA (Exempt)*	*No Health & Welfare (NON) No FICA (Exempt)*
S - Student (non-UC Student)	*No Health & Welfare (NON) Medicare Only*	*No Health & Welfare (NON) Medicare Only*	*No Health & Welfare (NON) Medicare Only*	*No Health & Welfare (NON) Medicare Only*	*No Health & Welfare (NON) Medicare Only*
G - GSRA	*No Health & Welfare (NON) No FICA (Exempt)*	*No Health & Welfare (NON) No FICA (Exempt)*	*No Health & Welfare (NON) No FICA (Exempt)*	*No Health & Welfare (NON) No FICA (Exempt)*	*No Health & Welfare (NON) No FICA (Exempt)*
F - Faculty	*No Health & Welfare (NON) Medicare Only*	*No Health & Welfare(NON) Medicare Only*	*No Health & Welfare(NON) Medicare Only*	*No Health & Welfare(NON) Medicare Only*	*No Health & Welfare(NON) Medicare Only*
Q - Rehired Retiree (less than 1000 hours in a rolling 12 month period)	*N/A*	*N/A*	*N/A*	*N/A*	*No Health & Welfare (NON)** Medicare Only Must have signed Waiver*
H - Visiting Researcher: 3 - 12 months at 100% not to exceed one year (total period of consecutive service not to exceed two years)	*Mid-Level Benefits (LTT)** Medicare Only*	*N/A*	*N/A*	*N/A*	*N/A*

* *The above summary assumes the rehire or hire is not F1 or J1 non-immigrant aliens. For F1 or J1 rehires, please consult with IRSO, Benefits and/or Payroll.*

** *After 1000 hours worked in a rolling twelve month period, eligible for Full Benefits and Full FICA. Must be moved into Career position.*

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