Completing a Rehire Overview

The Rehire Employee business process is applicable to both salaried and wage employees.

Employee Records are used to manage the history of the different jobs an employee may have. An employee's initial hire is assigned to employee record 0. All new employee records are incremented by 1. When adding a new employment instance, Cardinal asks if the new employment instance should be associated to the current employee record. For guidance on when to answer Yes or No to this question see below.

- Answer Yes if the employee is being rehired into the same Agency and back into the same employee type (e.g., wage to wage). This will hire the employee back into same employee record they had previously. Use this Job Aid for this process.
- Answer No if the employee is being rehired into a different Agency **OR** back into the same Agency but into a different employee type (e.g., wage to salaried). This creates a new employee record and hires the employee into it. See the Job Aid titled **HR351 Completing a New Hire** for this process. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

The **Personal Organizational Summary** page provides summarized information related to all current or previous jobs an employee has at the Commonwealth of Virginia. This page may also return results for people with no job information in Cardinal. When this is the case, only the employee's name and employee ID display. A review of the information on this page is necessary to determine how to process the rehire.

Personal data for the person being rehired will not be available to view or modify in Cardinal until the rehire is processed. Once fully rehired, go to the **Modify a Person** page to make updates, if applicable.

The Add Employment Instance process is also used when transferring an employee from one Agency to another. For further information on transferring employees from one Agency to another Agency, refer to the Job Aid titled **HR351 Managing an Inter-Agency Transfer**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Before starting the new hire process, validate that all data related to the position is as expected. This includes verifying whether the position is eligible for telework. For more information on reviewing Position Data, see the Job Aids titled **HR351 Managing a Position** and **HR351 Managing Employee Teleworker Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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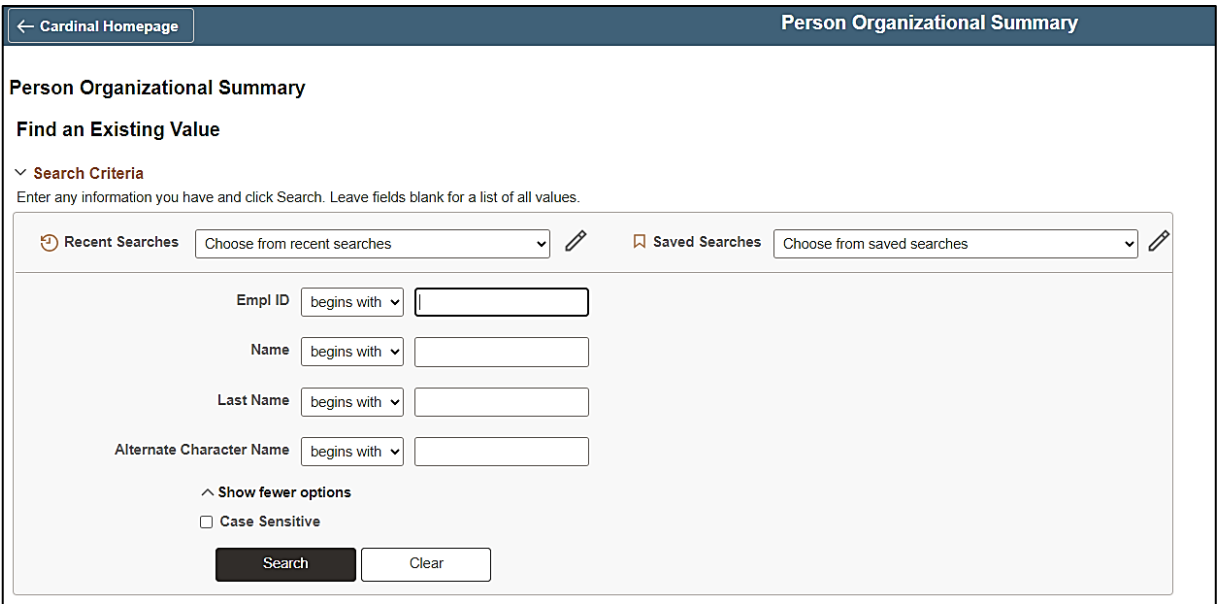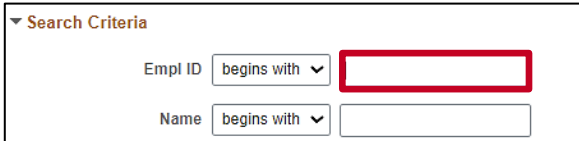
Revision History

Revision Date	Summary of Changes
11/25/2025	Note added to Agency Next Steps After Entering the Rehire section regarding Direct Deposit information.
11/14/2025	Note added to Rehiring an Employee section regarding Alternate Leave Plan. Information regarding Direct Deposit added, including references to the Request Direct Deposit page.
4/29/2025	Updated the screenshot of the Benefit Program Participation page (Section 1, after Step 40), updated the screenshot of the Benefits Administration Eligibility section (Section 1, step 42), and added additional information regarding the Eligibility Fields.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Steps 1, 4, and 44). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Rehiring an Employee

Before beginning, review the **Person Organizational Summary** page to get information about the employee's previous employment at the Commonwealth of Virginia.
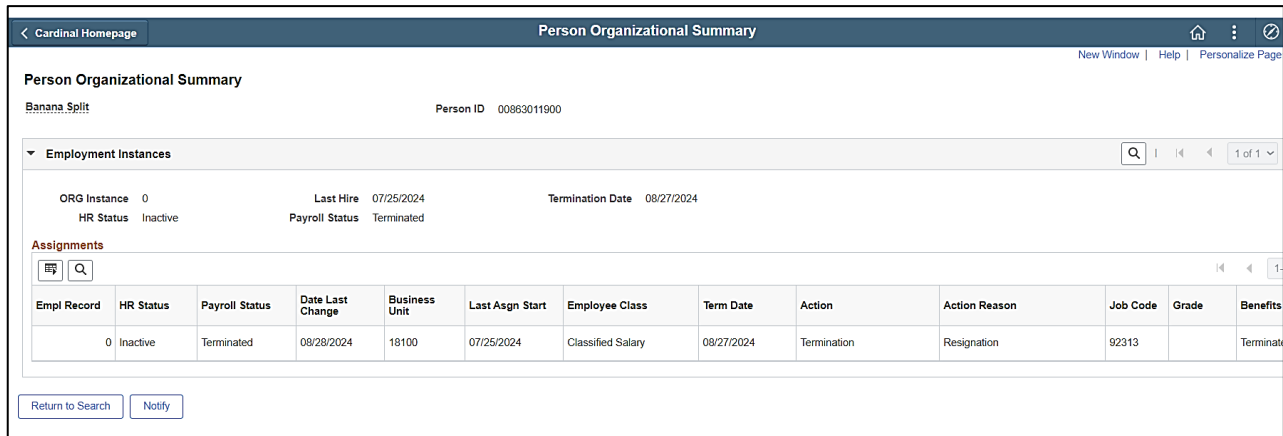
Step	Action
1.	Navigate to the **Person Organizational Summary** page using the following path: **NavBar > Menu > Workforce Administration > Personal Information > Person Organizational Summary**
	The **Person Organizational Summary Find an Existing Value** page displays.
ℹ	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Enter the Employee's ID in the **Empl ID** field.
ℹ	Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

![Cardinal logo]

Step	Action
3.	Click the **Search** button. ![Search button highlighted with Clear button]

The **Person Organizational Summary** page displays showing the employee's previous job information.

![Person Organizational Summary page screenshot showing Banana Split, Person ID 00863011900, Employment Instances with ORG Instance 0, HR Status Inactive, Last Hire 07/25/2024, Payroll Status Terminated, Termination Date 08/27/2024, and Assignments table row: Empl Record 0, Inactive, Terminated, 08/28/2024, 18100, 07/25/2024, Classified Salary, 08/27/2024, Termination, Resignation, 92313, Terminate]

	This page provides summarized information regarding any other jobs the person currently holds, or previously held, at the Commonwealth of Virginia. This information helps to determine how to process the employee in Cardinal. If there is no previous job information for the person in Cardinal, the **Person Organizational Summary** page displays with only the employee's name and Person ID. ![Person Organizational Summary with only name and Person ID, Return to Search and Notify buttons]
4.	Navigate to the **Add Employment Instance** page using the following path: **NavBar > Menu > Workforce Administration > Personal Information > Organizational Relationships > New Employment Instance**
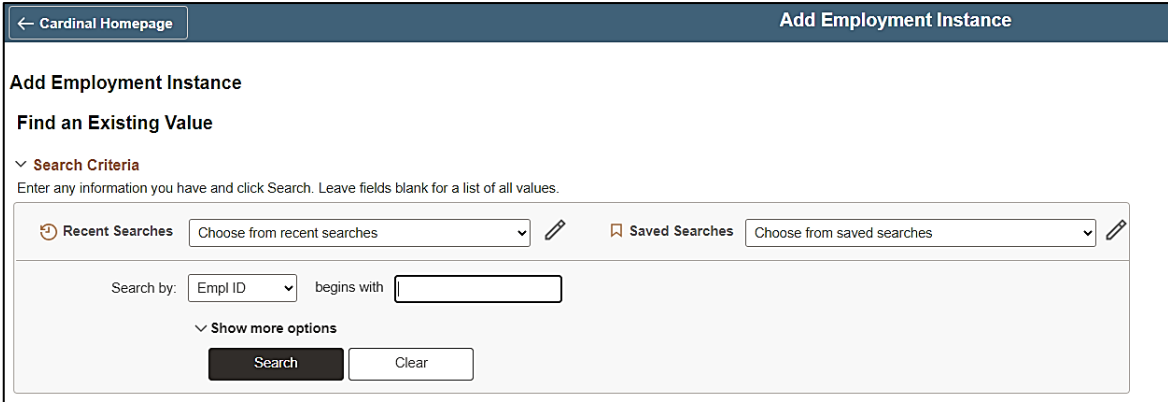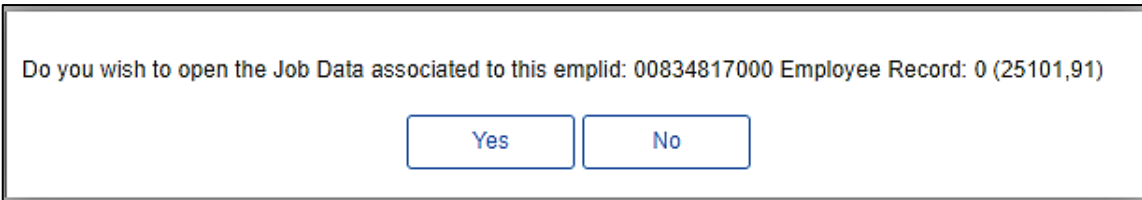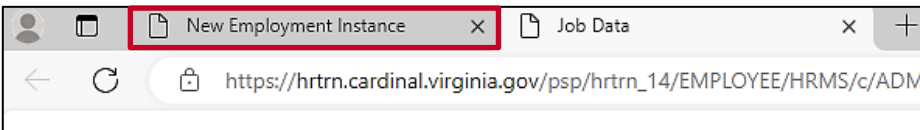
Step	Action
	The **New Employment Instance Find an Existing Value** page displays.
ℹ	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
5.	Enter the **Employee ID** or **Person ID** and click the **Search** button.
ℹ	Users may not have to search and may be able to bypass step 5.
	The following message displays.
ℹ	If "Yes" is selected, please go back and click the "x" to close the **New Employment Instance** tab at the top of your screen.

Step	Action
6.	For guidance on how to answer this question, review the following scenarios below: **Scenario 1:** Click the **Yes** button if the employee is being rehired into the same Agency and back into the same employee type (e.g., wage to wage). This hires the employee back into the same employee record they had previously. Do you wish to open the Job Data associated to this emplid: 00834817000 Employee Record: 0 (25101,91) [Yes] [No] **Scenario 2:** Click the **No** button if the employee is being rehired into a different Agency or back into the same Agency but into a different employee type (e.g., wage to salaried). The **New Employment Instance** page displays. Clicking the **Add Relationship** button creates a new employee record that the employee is hired into. Refer to page 19 of the Job Aid titled **HR351 Completing a New Hire** to finish this rehire. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. **New Employment Instance** Empl ID 00834817000 Empl Record 1 [Add Relationship]

After clicking the **Yes** button, the **Job Data** page displays the current record with the latest transaction being the previous termination action for the employee.

Work Location	Job Information	Payroll	Salary Plan	Compensation

Banana Split
Employee

Empl ID   00863011900
Empl Record   0

Work Location Details ?

		1 of 1

*Effective Date   08/28/2024   [Go To Row]   [+] [−]

Effective Sequence   0   *Action   Termination

HR Status   Inactive   Reason   Resignation

Payroll Status   Terminated   *Job Indicator   Primary Job

Current

Position Number   DLITRN01   🔍   Analyst

[Override Position Data]

Position Entry Date   07/25/2024
☐ Position Management Record

Regulatory Region   USA   United States
Company   DLI   Dept of Labor and Industry
Business Unit   18100   Dept of Labor and Industry
Department   18100   DEPT OF LABOR AND INDUSTRY
Department Entry Date   07/25/2024
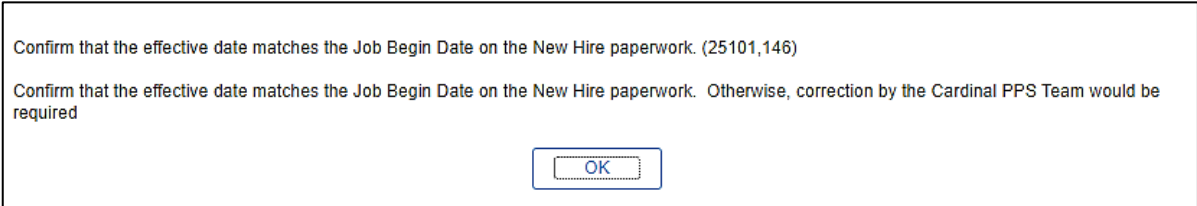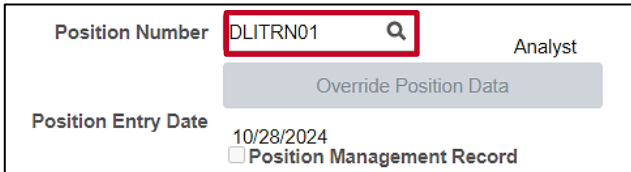
Step	Action
7.	Continue by clicking the **Add a Row** button (**+**) to add a new effective dated row.

The **Job Data** page refreshes with the new row.

Step	Action
8.	Enter or select the applicable effective date of the rehire in the **Effective Date** field.

Step	Action
9.	Click the **Action** dropdown button and select "Rehire".

Step	Action
ℹ️	The action of "Rehire" is only available if the employee has an historical job record (employee record) in Cardinal. When Cardinal was established, all employee personal data from PMIS was converted into Cardinal, but not all inactive employment history (job data) was converted. Therefore, the action of "Hire" and reason of "New Hire" must be used if no Cardinal employment history (job record) exists. The **Employment Data** page is used to address prior service using the appropriate fields.
10.	Click the **Reason** dropdown button and select the applicable reason for "Rehire". *Effective Date 10/28/2024 Go To Row [+] [−] Effective Sequence 0 *Action Rehire HR Status Active Reason Rehire Payroll Status Active *Job Indicator Primary Job
ℹ️	For further information pertaining to valid Action and Reason code combinations, see the Job Aid titled **HR351 Action Reason Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

A message displays asking the user to confirm that the effective date matches the Job Begin Date.

> Confirm that the effective date matches the Job Begin Date on the New Hire paperwork. (25101,146)
>
> Confirm that the effective date matches the Job Begin Date on the New Hire paperwork. Otherwise, correction by the Cardinal PPS Team would be required
>
> [OK]

Step	Action
11.	Confirm the effective date and click the **OK** button. [OK]
12.	Enter the Position Number in the **Position** field and press the **Tab** key. Position Number **DLITRN01** 🔍 Analyst [Override Position Data] Position Entry Date 10/28/2024 ☐ Position Management Record
ℹ️	The **Work Location** tab refreshes and the remaining Position data populates based upon the selected Position Number. Review the information. If the Position data is not correct, cancel the transaction and make corrections to the Position before assigning the employee to the position. For further information pertaining to updating Position Data, see the Job Aid titled **HR351 Managing Position Data**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
13.	If the Position data is correct, click the **Job Information** tab at the top of the page.

	Work Location	Job Information	Payroll	Salary Plan	Compensation

Banana Split
Employee   Empl ID   00863011900
                                                           Empl Record   0

The **Job Information** tab displays.

Work Location	Job Information	Payroll	Salary Plan	Compensation

Banana Split   Empl ID   00863011900
Employee   Empl Record   0

Job Information Details ⓘ   1 of 2

Effective Date 10/28/2024   Go To Row

Effective Sequence 0   **Action** Rehire
HR Status Active   **Reason** Rehire
Payroll Status Active   **Job Indicator** Primary Job
                                                                          Current

Job Code 92313   Analyst
Entry Date 10/28/2024   **SOC Code**
Supervisor Level E   Employee   **Supervisor Name** DLI0006900862330500 JOHN DOE
Reports To DLI00069 View Current Incumbents   Public Outreach Marketing Spec 00862330500 JOHN DOE
Regular/Temporary Restricted   **Full/Part** Full-Time
Empl Class Classified   **Officer Code** None

Regular Shift Not Applicable   **Shift Rate**

Classified Ind Classified   **Shift Factor**

Standard Hours ⓘ

Standard Hours 40.00   **Work Period** W   Weekly

FTE 1.000000
☐ Adds to FTE Actual Count?   ☐ Encumbrance Override

| 14. | Click the **Empl Class** dropdown button and select the applicable employee classification. |

Regular/Temporary Restricted
Empl Class Classified

| ⓘ | For further information on selecting the appropriate employee class, see the Job Aid titled **HR351 Employee Class Overview**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. |

Step	Action
15.	Click the **Payroll** tab.

Work Location	Job Information	Payroll	Salary Plan	Compensation

Banana Split   Empl ID 00863011900
Employee   Empl Record 0

The **Payroll** tab displays.

Work Location	Job Information	Payroll	Salary Plan	Compensation

Banana Split   Empl ID 00863011900
Employee   Empl Record 0

Payroll Information ⓘ   🔍 | |◀ ◀ 1 of 2 ▼ ▶ ▶|

Effective Date 10/28/2024   [Go To Row]
Effective Sequence 0   Action Rehire
HR Status Active   Reason Rehire
Payroll Status Active   Job Indicator Primary Job
    Current

*Payroll System Payroll for North America ▼
Absence System Absence Management ▼

Payroll for North America ⓘ
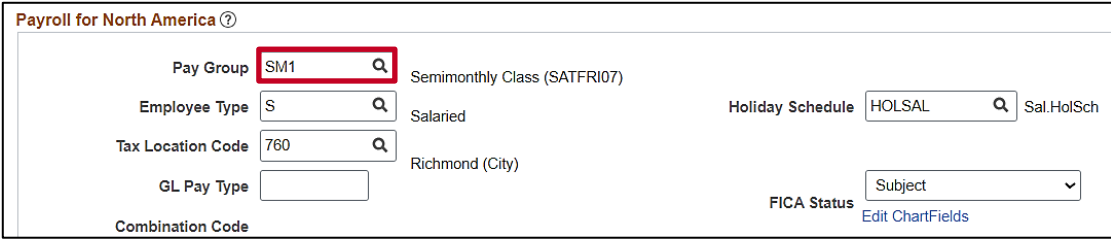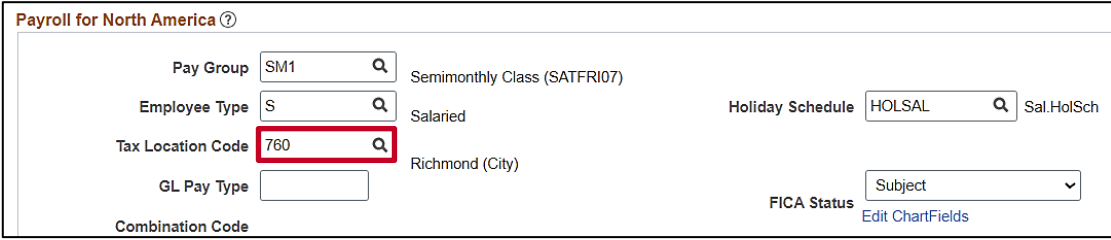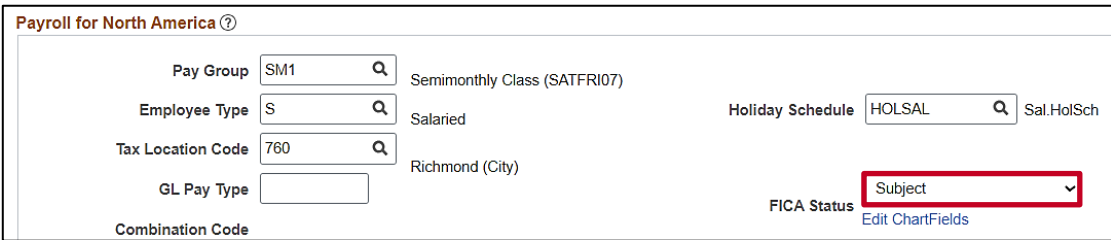
Pay Group SM1 🔍 Semimonthly Class (SATFRI07)
Employee Type S 🔍 Salaried   Holiday Schedule HOLSAL 🔍 Sal.HolSch
Tax Location Code 760 🔍 Richmond (City)
GL Pay Type [   ]   FICA Status Subject ▼
Combination Code   Edit ChartFields
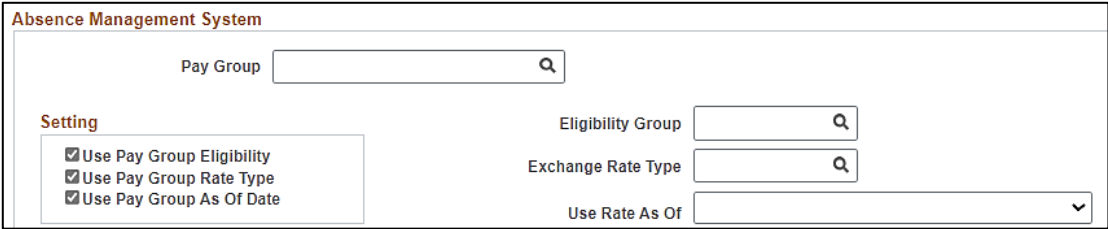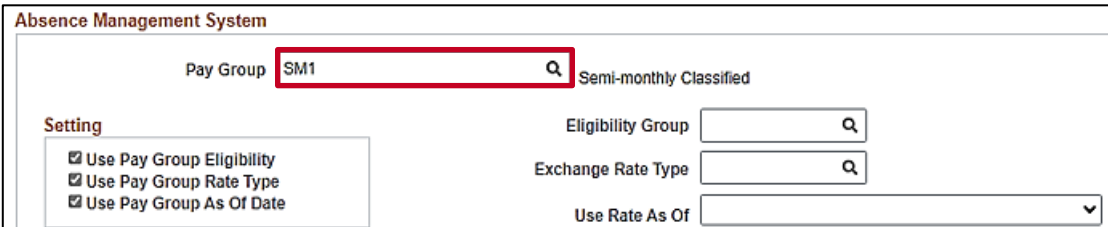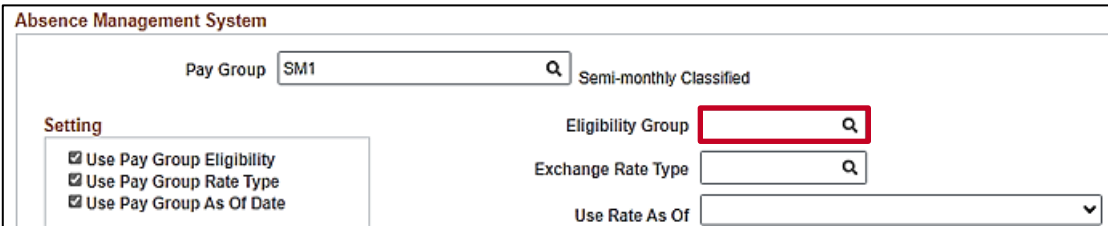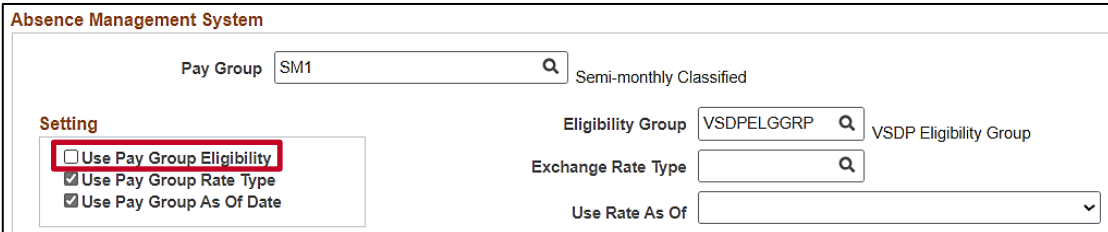
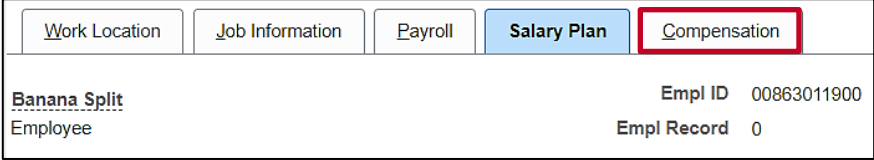**Absence Management System**
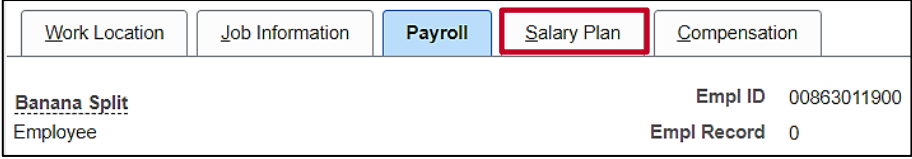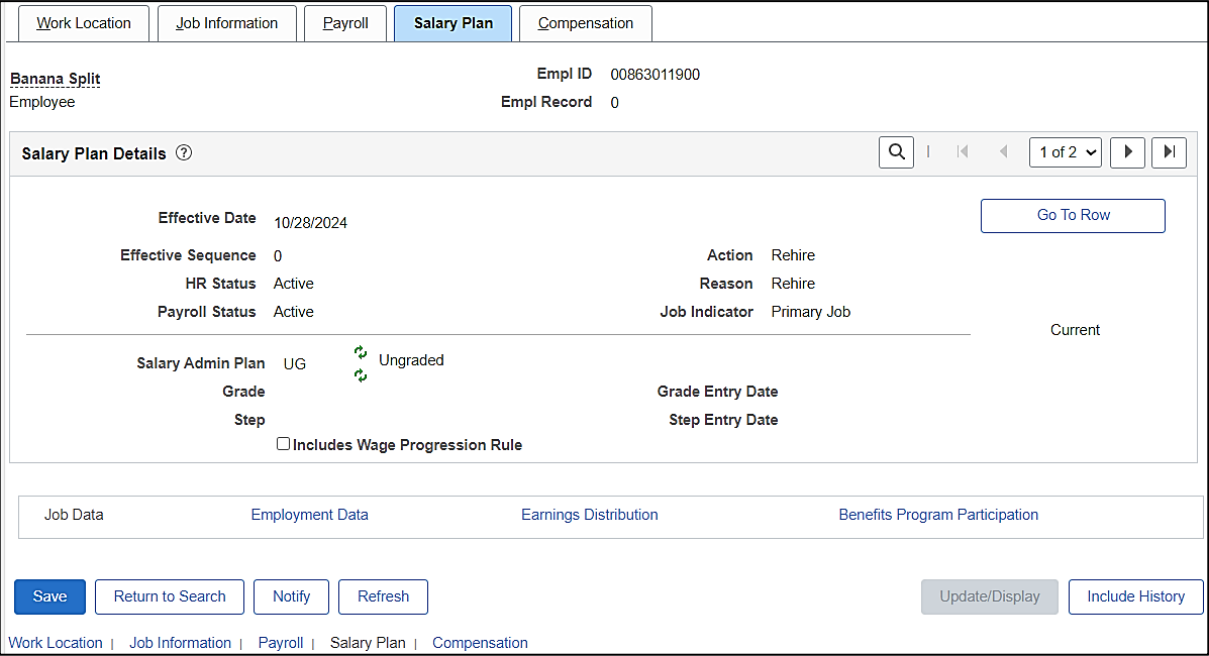
Step	Action
16.	The **Absence System** field may default to "Other". If the employee is Wage, keep the default of "Other". If the employee's Agency uses Cardinal Absence Management and the employee is salaried, click the dropdown button and select "Absence Management".

*Payroll System Payroll for North America ▼
Absence System Other ▼

Step	Action
17.	Click the **Pay Group Look Up** icon and select the applicable Pay Group within the **Payroll for North America** section. **Payroll for North America** ⦿ Pay Group: SM1 🔍 Semimonthly Class (SATFRI07) Employee Type: S 🔍 Salaried — Holiday Schedule: HOLSAL 🔍 Sal.HolSch Tax Location Code: 760 🔍 Richmond (City) GL Pay Type: — FICA Status: Subject Combination Code: — Edit ChartFields
ℹ	The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection.
18.	Click the **Tax Location Code Look Up** icon and select the applicable tax location code. **Payroll for North America** ⦿ Pay Group: SM1 🔍 Semimonthly Class (SATFRI07) Employee Type: S 🔍 Salaried — Holiday Schedule: HOLSAL 🔍 Sal.HolSch Tax Location Code: 760 🔍 Richmond (City) GL Pay Type: — FICA Status: Subject Combination Code: — Edit ChartFields
ℹ	Updates made to the Tax Location Code will update the **Tax Data** pages in the Payroll module. Please notify your Payroll Administrator that a change was made.
19.	The **FICA Status** field defaults to "Subject" for regular Social Security and Medicare tax withholdings. Update this value to "Exempt" if the employee is exempt from both Social Security and Medicare tax withholdings or "Medicare only" if the employee is only subject to Medicare tax withholdings. **Payroll for North America** ⦿ Pay Group: SM1 🔍 Semimonthly Class (SATFRI07) Employee Type: S 🔍 Salaried — Holiday Schedule: HOLSAL 🔍 Sal.HolSch Tax Location Code: 760 🔍 Richmond (City) GL Pay Type: — FICA Status: Subject Combination Code: — Edit ChartFields

Step	Action
ℹ	The **Absence Management System** section only displays if "Absence Management" is selected in the **Absence System** field above.
20.	Select the same Pay Group in the **Pay Group** field within the **Absence Management System** section as was selected in the **Pay Group** field within the **Payroll for North America** section if the Pay Group is not auto populated.
21.	Click the **Eligibility Group Look Up** icon and select the applicable eligibility group.
ℹ	For further information on selecting the correct eligibility group, see the Job Aid titled **TA374 Absence Management Leave Types and Eligibility**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
22.	De-select the **Use Pay Group Eligibility** checkbox option.

Step	Action
23.	Once the payroll information is entered, click the **Salary Plan** tab at the top of the page. 	Work Location	Job Information	**Payroll**	Salary Plan	Compensation	 Banana Split — Employee — Empl ID 00863011900 — Empl Record 0

The **Salary Plan** tab displays.

Step	Action
24.	Review the salary plan information. If the salary plan information is not correct, cancel the transaction, confirm job code accuracy, and make corrections on the position record before assigning the employee to the Position.
ℹ	For further information on updating Position Data, see the Job Aid titled **HR351 Managing Position Data.** This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
25.	If the salary plan information is correct, click the **Compensation** tab. 	Work Location	Job Information	Payroll	**Salary Plan**	Compensation	 Banana Split — Employee — Empl ID 00863011900 — Empl Record 0

Step	Action

The **Compensation** tab displays.

26.	Click the ***Frequency Look Up** icon and select the applicable pay frequency.

27.	Click the **Default Pay Components** button.

Step	Action
28.	Click the **Rate Code Look Up** icon and select the applicable rate code. ![Amounts tab showing Rate Code STATE highlighted, Seq 0, Comp Rate 51,000.000000, Currency USD, Frequency A, with Calculate Compensation button](image)
ℹ️	The **Currency** will always be "USD" and the **Frequency** field defaults based on the Rate Code selected. Do not update these fields.
29.	Enter the applicable compensation amount in the **Comp Rate** field as either an annual or hourly compensation amount.
30.	Click the **Calculate Compensation** button. ![Amounts tab showing Calculate Compensation button highlighted](image)

The **Compensation Rate** field is automatically updated.

Step	Action
31.	Click the **Employment Data** link at the bottom of the page.

Job Data	**Employment Data**	Earnings Distribution	Benefits Program Participation

The **Employment Information** page displays.

Employment Information

Banana Split
Employee

Empl ID 00863011900
Empl Record 0

Organizational Instance ⓘ

Organizational Instance Rcd	0	Original Start Date	07/25/2024	☐ Override
Last Start Date	07/25/2024	First Start Date	07/25/2024	
Termination Date			Years Months Days	
Org Instance Service Date	07/25/2024	☐ Override ♻	0 3 3	

Organizational Assignment Data ⓘ

Instance Record

Last Assignment Start Date	10/28/2024	First Assignment Start	07/25/2024
Assignment End Date			
Home/Host Classification	Home	Years Months Days	Time Reporter Data
Company Seniority Date	07/25/2024	☐ Override ♻ 0 3 3	
Benefits Service Date	07/25/2024	☐ Override ♻ 0 3 3	
Seniority Pay Calc Date	07/25/2024	☐ Override ♻ 0 3 3	
VSDP Sick/PER Leave Efft Date	07/25/2024	0 3 3	
Probation Date	[ ] 🗓	Last Verification Date [ ] 🗓	
Business Title	Analyst		

*Employee Eligible for Telework? [Employee Eligible for Telework ▾]   Tenure Status/Contract Type [▾]

Alternate Leave Plan [🔍]   ☑ Alternate Work Schedule

VSDP Enroll Date [🗓]

Agency Use Field 1 [ ]   Agency Use Field 2 [ ]   Agency Use Field 3 [ ]

ⓘ	For a detailed description of the date fields on the **Employment Information** page, refer to the Job Aid titled **HR351 Managing Service Dates and Breaks in Service.** This Job Aid can be found on the Cardinal website in the **Job Aids** under **Learning**.
32.	Select the date probation ends for the employee using the **Probation Date Calendar** icon in the **Instance Record** section under **Organizational Assignment Data** if applicable.

Probation Date [🗓]

Step	Action
33.	Select the appropriate value for the ***Employee Eligible for Telework** field using the dropdown button provided. *Employee Eligible for Telework? [Employee Eligible for Telework ▾] Alternate Leave Plan [　🔍] ☑ Alternate Work Schedule VSDP Enroll Date [　📅]
ℹ	For further information on selecting the appropriate telework option, see the Job Aid titled **HR351 Managing Employee Teleworker Data**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
34.	If the Agency does not use Cardinal Absence Management, the **Alternate Leave Plan** field must be completed based on the employee's leave plan (e.g., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal Employee Self-Service (ESS). *Employee Eligible for Telework? [Employee Eligible for Telework ▾] Alternate Leave Plan [　🔍] ☑ Alternate Work Schedule VSDP Enroll Date [　📅]
ℹ	If the Agency does not use Cardinal Absence Management or ESS/Total Compensation Statement, the COV system of record (Cardinal) must still incorporate the employee's leave plan. Therefore, this field must be completed.
35.	Enter the enrollment date in the **VSDP Enroll Date** fields. This field is provided to VNAV and is used by the VSDP vendor to determine the original program enrollment date. A rehire will have a one-year waiting period for VSDP enrollment. After the waiting period, the original VSDP enrollment date will apply with their program eligibility. HR Analysts should refer to program rules and confer with DHRM and/or VRS if this effective date is not clear. *Employee Eligible for Telework? [Employee Eligible for Telework ▾] Alternate Leave Plan [　🔍] ☑ Alternate Work Schedule VSDP Enroll Date [　📅]

Step	Action
36.	In the **Person Employment Dates** section, enter the original hire date in the **Continuous State Service Date** field. This field is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance and benefits at layoff for VPA covered employees, if applicable.
37.	Enter the original hire date in the **Annual Leave Eligibility Date** field. This field must be updated for all VPA covered employees and salaried employees for agencies that use Cardinal's Absence Management and auto populates the **Company Seniority Date** field.
38.	Enter the service months in the **Previous State Service Months** field. Use the hire date as the effective date. This field is used when there is a break in service (Rehires only). If this information is not available at the time of rehire, this information can be entered later.
39.	Enter the months of veteran's service in the **Veterans Service Credit Months** field, if applicable.

Step	Action
ℹ️	The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves. The **Total Service Credit Months** field is a read-only field. It is auto populated as the sum of the veteran's service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies. **Person Employment Dates** ⑦ Continuous State Service Date　08/10/2021　　Previous State Service Months　0 Annual Leave Eligibility Date　08/10/2021　　Veteran's Service Credit Months　16 　　　　　　Total Service Credit Months　**16**
40.	Click the **Benefits Program Participation** link at the bottom of the page. Job Data　　Employment Data　　Earnings Distribution　　Benefits Program Participation

The **Benefit Program Participation** page displays.

Benefit Program Participation

Employee　　　　　　　　　　Empl ID
　　　　　　　　　　　　　　Empl Record　1

Benefit Status ⑦　　　　　　　　　　🔍 | ◁ ◀ 1 of 4 ▾ ▶ ▷

Benefit Record Number　1　📄　　　　　　Go To Row

Effective Date　01/01/2025
Effective Sequence　0　　　　Action　Rehire
HR Status　Active　　　　Reason　Rehire
Payroll Status　Active　　　　Job Indicator　Primary Job

　　　　　　　　　　　　　　　　　Current
*Benefits System　Benefits Administration ▾　Benefits Employee Status　Active
Annual Benefits Base Rate　[　　　] 🔲 USD　　ACA Eligibility Details

Benefits Administration Eligibility ⑦

BAS Group ID　OEC 🔍　OE State
Elig Fld 1　HBY0000　　Elig Fld 2　999001000 🔍　Elig Fld 3　N 🔍
Elig Fld 4　[　] 🔍　　Elig Fld 5　[　] 🔍　Elig Fld 6　30999
Elig Fld 7　[　] 🔍　　Elig Fld 8　12-24 🔍　Elig Fld 9　SF-GB 🔍

Benefit Program Participation Details ⑦　🔍 | ◁ ◀ 1 of 1 ▾ ▶ ▷ | View All

Effective Date　04/25/2024　　Currency Code　USD
Benefit Program　SAL　　Salaried Employee Benefit Pgm

Job Data　　Employment Data　　Earnings Distribution　　Benefits Program Participation

Save　Return to Search　Previous in List　Next in List　Notify　Refresh　Update/Display　Include History

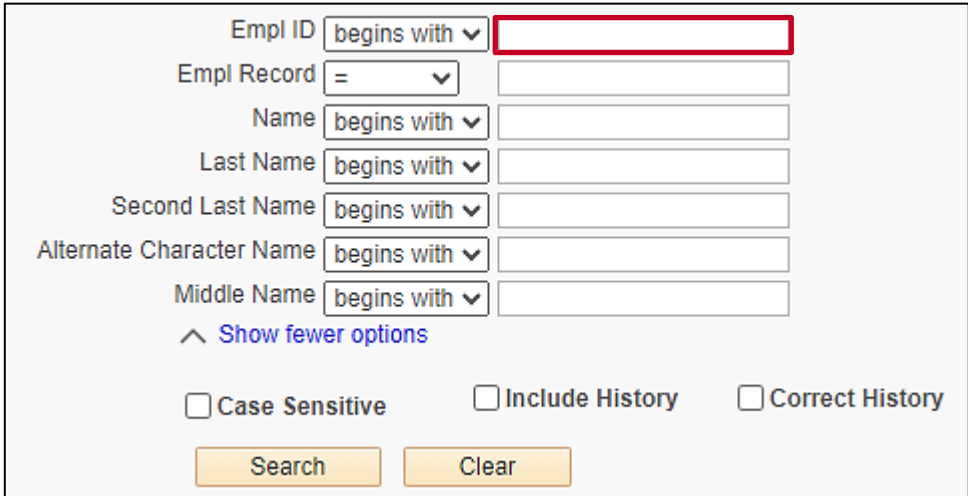| Step	Action
41.	Review the Benefits Program Participation information and validate it for accuracy.
42.	The eligibility fields will default from the previous row. Update the **Elig Fld 2**, **3**, **8**, and **9** fields as needed using the following information: • **Elig Fld 2** – update to the applicable Healthcare Group ID (Department value). These values are provided to the health benefit vendors and reflect the group in which the employee is enrolled (DHRM provided 9-digit number) • **Elig Fld 3** – update as needed: select "Y" when time is entered by the employee or select "N" when time is entered by a Timekeeper or time is interfaced. Elig Fld 3 should only be completed for PY/TA agencies. Otherwise, Elig Fld 3 should be left blank. Selecting "Y" gives the employee modify access to the timesheet. Selecting "N" or leaving the field blank gives the employee view only access to the timesheet • **Elig Fld 8** – update as needed: select the applicable pay frequency (e.g., salaried is "12-24" and hourly is "12-26") • **Elig Fld 9** – update as needed: select the applicable value. These values represent the nature of the employee and how the employee health premiums are paid. Select the breakdown of how the benefits payment will be split between the employee (EE) and the employer (ER) **Benefits Administration Eligibility** ⓘ BAS Group ID OEC OE State Elig Fld 1 HBY0000 Elig Fld 2 999001000 Elig Fld 3 N Elig Fld 4 Elig Fld 5 Elig Fld 6 30999 Elig Fld 7 Elig Fld 8 12-24 Elig Fld 9 SF-GB
ⓘ	Do not make any updates to the **Benefit Program Participation Details** section. For further information on the Eligibility Configuration valid values, refer to the Job Aid titled **BN361 Overview of the Eligibility Configuration Fields**. This Job Aid can be found on the Cardinal website in Job Aids under Learning.
43.	Click the **Save** button. Job Data Employment Data Save Return to Search Notify Refresh
ⓘ	Navigate to the **Modify a Person** page to update the employee's personal information which includes name, address, phone and email address. For further information on updating personal information, refer to the Job Aid titled **HR351 Viewing and Modifying Personal Data**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Step	Action
44.	Navigate to the **Additional Pay** page to using the following path: **NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay**

The **Create Additional Pay Find an Existing Value** page displays.

Scenario: The employee was rehired with an effective date of 10/31/2024. Ensure that there are no additional pay transactions with an end date later than 10/31/2024 or with no end date.

🛈	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
45.	Enter the rehired Employee's ID in the **Empl ID** field.
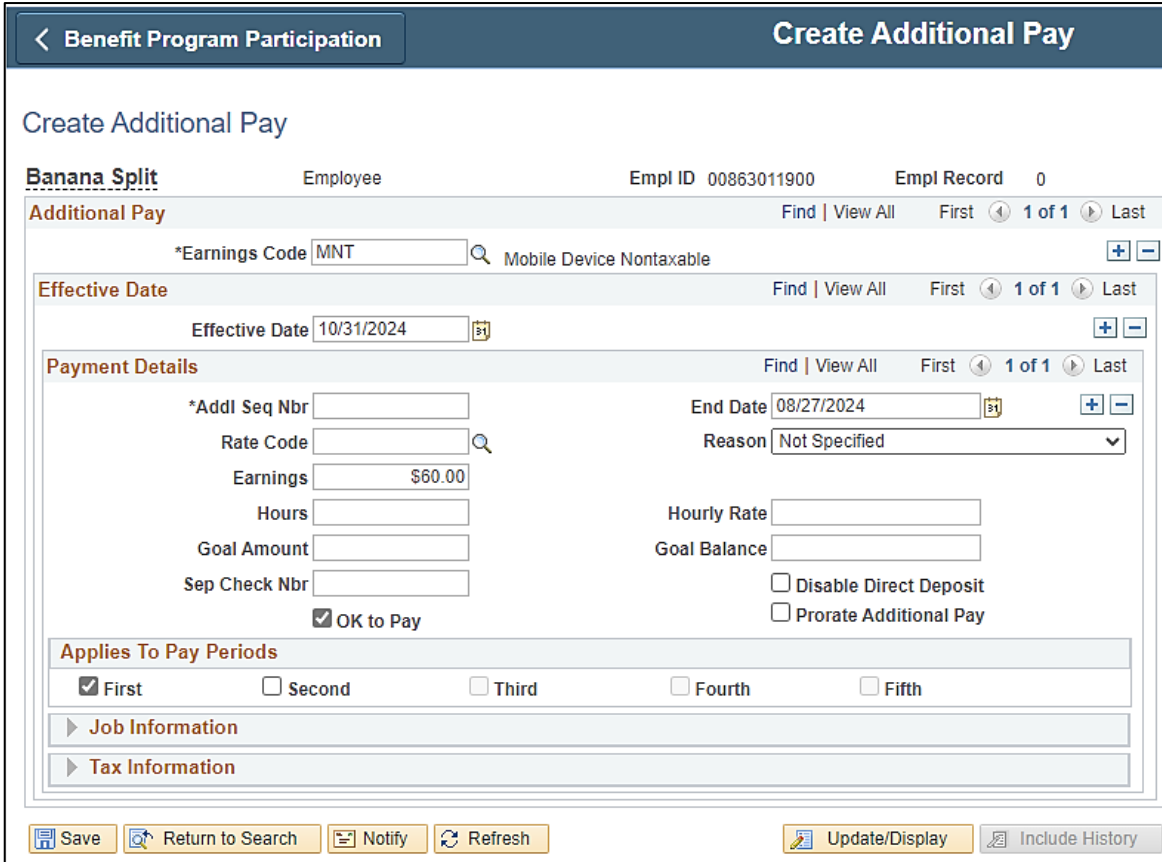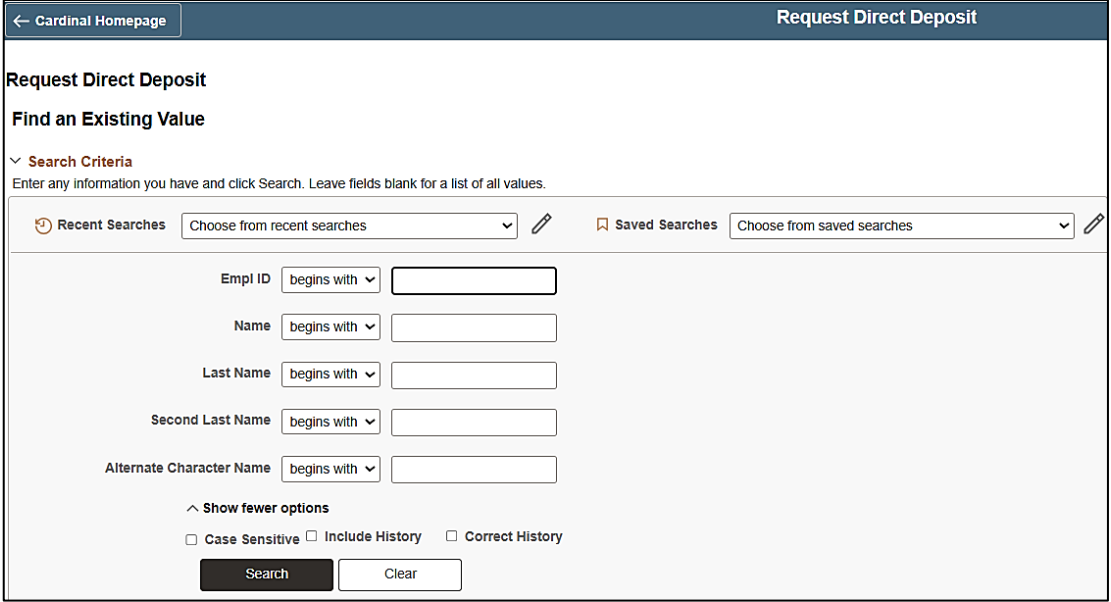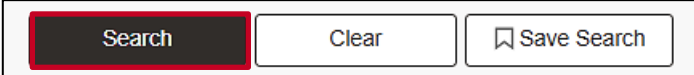
Step	Action
46.	Click the **Include History** checkbox.
47.	Click the **Search** button.

Step	Action
	The **Create Additional Pay** page displays.

Step	Action
48.	Verify that there are no active additional pay transactions prior to the rehire effective date for the employee. In this example, the end date of "8/27/2024" is prior to the rehire effective date. Therefore, no action is needed. If there was no end date or an end date after the rehire effective date, a transaction should be entered to stop the Additional Pay.
ⓘ	To stop an Additional Pay transaction, refer to the job aid titled **HR351 Processing Additional Pays**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
49.	For Agencies using Cardinal Payroll, navigate to the **Request Direct Deposit** page using the following path: **NavBar > Menu > Payroll for North America > Employee Pay Data USA > Request Direct Deposit**

Step	Action
	The **Request Direct Deposit Search** page displays.
(i)	The **Request Direct Deposit** page is a Read Only page available under the HR Administrator role. For more information pertaining to viewing the **Direct Deposit** page, see the **Viewing the Direct Deposit Page** section of the Job Aid titled, **PY382 Reviewing the Payroll Read Only Pages** located on the **Cardinal** website in **Job Aids** under Learning.
50.	Enter the rehired Employee's ID in the **Empl ID** field.
51.	Click the **Search** button.

Step	Action
	The **Request Direct Deposit** page displays for the employee.
52.	Review the previous Direct Deposit information and verify it matches the rehire paperwork.

Step	Action
53.	If the Direct Deposit information differs from the Direct Deposit form provided by the employee during onboarding, the HR Administrator must reach out to the Agency Payroll Administrator promptly to have the Direct Deposit information updated in Cardinal prior to Payroll confirmation.
54.	Continue to the Agency Next Steps After Entering the Rehire section of this Job Aid.

Agency Next Steps After Entering the Rehire

Be sure to enter/review the employee's citizenship, update the employee's personal data, and add telework agreement if one has been established/approved.

- o For further information on entering citizenship information, updating personal data and telework agreement, see the Job Aids titled **HR351 Viewing and Modifying Personal Data** and **HR351 Managing Employee Teleworker Data**. These job aids can be found on the Cardinal website in **Job Aids** under **Learning**

If the Agency requires the Employee Activity Report to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog**. The reports catalog can be found on the Cardinal website in **Reports Catalog** under **Resources**.

Communicate with the employee to complete state and federal withholding forms, direct deposit elections, etc. per established business practices:

- o Each employee has one Direct Deposit record, and all active accounts on the Direct Deposit page are used by every Agency that pays the employee (via Cardinal). These records are not inactivated at separation because the employee may still be working for another Agency.
- o If tax withholding paperwork is not collected and entered prior to the first payroll period, withholdings will default to single and zero. State taxes default to Virginia.

Please coordinate with the Agency Payroll Administrator.

Coordinate with Agency Benefits Administrators to ensure that eligible employees complete their benefit elections (within 30 days per OHB policy).

- o For further information on completing benefit elections, see the Job Aid titled **BN361 Completing a New Hire Enrollment**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

Coordinate with an Agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor) and review their TA eligibilities (e.g., overtime, comp leave, etc.).

- o For further information pertaining to assigning work schedules, see the Job Aid titled **TA Maintaining Employee Work Schedules**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**