

**Phoenix Program  
Process Definition – HRMS-PAY**

Process	<b><i>Processing Rehired Employees/Retirees</i></b>
Process Number	<b><i>PAY 0118 Revised 4/11/01</i></b>

***Description of Process***

This process .....is used when employees are rehired. There are some special procedures for handling rehire of employees that are receiving retirement benefits.

***Input to Process***

Human Resources processes a rehired employee.

***Output of Process***

Employee earnings, taxes, and deduction records are correct for employee.

***Service Level Agreement Required? (if yes, provide a brief description)***

No

***PeopleSoft Panel Groups being Used***

Function	Panel Group
Compensate Employees-Maintain Payroll Data U.S.-Use	Additional Pay
	Direct Deposit
	Employee Tax Distribution
	Employee Tax Data
	Garnishment Spec
	General Deduction Data
	General Deduction Override
	Payroll Data
	US Savings Bond Spec
Administer Workforce-Administer Workforce U.S.-Use	Job Data
Compensate Employees-Manage Payroll Process U.S.-Use	Payline with Security

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### ***Business Process Description***

Process Description	Responsibility (Company/Centralized)
<p>Step 1 As Additional Pays, Direct Deposit, Garnishment Spec Data, General Deduction Data, Payroll Data, and Savings Bond Data are not deleted when an Employee terminates, check to ensure that any Earnings, Deductions, and Tax status that employee may have had in his prior employment are still correct, or if required take action to correct employee record. Tax Distribution and Employee Tax Data must be entered using the Employee's Rehire Date as the Effective Date. For further detailed setup information see Payroll Business Processes: Pay 0111, 0112, 0113, 0114, 0115, 0116, and 0117.</p>	Company
<p>Step 2 If the Employee was Rehired into a new company ensure any company specific plans in which they were enrolled in their prior company are offered in the new company. If not enter a row with the appropriate End Date.</p>	Company
<p>Step 3 State of Georgia policy requires that a rehired employee (Rehired in the same Flex Benefit year as Termination) continue in the same Flex Benefit elections that they had prior to their termination. The only exception to this would be a change in status while they were terminated, which would be handled as any other change of status request.</p>	Company
<p>Step 4 Note: Retirees who return to work are only subject to the Medicare portion of Social Security. HR should set this up correctly during the Hire/Rehire process. In the event that the retiree was set up incorrectly and the paysheets have already been created you will need to go to Payline with Security, Payline, Update/Display click off Job Pay, go to the FICA field and change to M (Medicare Only) and Save. Inform HR of the incorrect tax set up so that they can change the FICA status on the Job Data 2 panel (NOTE: this correction must be made on all rows back to Rehire row to be able to do the Reversal/ Adjustment Process). If any tax has been withheld in error in prior paychecks you will need to run the Reversal/Adjustment Process (see Payroll Business Process Pay 0605) on each check to refund the OASDI. This process will also adjust the taxable earnings for OASDI and eliminate year-end balance adjustments.</p>	Company

### ***Forms Used with Process (#)***

\*\*Attach sample form(s)

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*Process Flow Diagram (if appropriate):*



Process Signoff

Tested By  
Date Tested