

**Phoenix Program
Process Definition – HRMS**

Process	<i>Rehire-Within Same Benefit Plan Year</i>
Process Number	<i>Ben 0680 Revised 03/30/01</i>

Description of Process

The purpose of this process is to assure proper enrollment into benefit coverages and the related payroll deductions for employees who are rehired within the same Benefit Plan Year as their termination. The Rehire Process applies when the employee was in another Employment Record prior to the termination and is returning to the same Employment Record. If the employee returns to work on a different Employment Record, this process does **NOT** apply (i.e. the situation is not a Rehire situation).

Input to Process

Forms indicating that the employee is rehired, as well as, any enrollment forms for new benefit coverage selections by the employee (e.g., Health Insurance membership forms, Company specific Agency Sponsored Plan forms, Pension Plan enrollment forms).

Output of Process

Accurate record of rehiring an employee with continuation of FLEX benefit coverage elections, if appropriate, as well as the enrollment into any new Company-specific benefits (e.g., Agency Sponsored Plans) and the corresponding Payroll Deductions.

PeopleSoft Panel Groups being Used

Window/Function	Panel Group/Mode
Go	
Administer Workforce	
Administer Workforce (U.S.)	Use
	Job Data
	Benefit Program Participation
	Update/Display All
	Job Data 3
	Employment Data 1

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Go	
Compensate Employees	
Administer Base Benefits	Use
	Leave Balance Transfer
	Use
	Leave Balances
	Use
	Leave Usage
	Use
	Leave Plans
	Use
	Savings Plans
Go	
Administer Workforce	
Administer Workforce (U.S.)	
	Use
	Pensionable Earnings
Go	
Compensate Employees	
Maintain Payroll Data (U.S.)	
	Use General Deduction Data Update/Display All

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BEN 0680 Rehire-Within Same Plan Year

Process Description	Responsibility (Company/Centralized)
<p>Step 1 - Receive notice of employee rehire from HR. As part of the HR Rehire Process, provide correct Benefit Program participation and Annual Benefits Base Rate to HR.</p> <p>After HR has completed the Rehire process, proceed with the following steps to assure that appropriate benefit coverage is reflected in PeopleSoft.</p>	Company
<p>Background: A Rehire-Within Same Plan Year includes:</p> <p>1) When an employee has terminated employment with the State of Georgia and is subsequently rehired within the same Benefit Plan Year (7/1 – 6/30) on the same Employment Record Number.</p> <p>2) When an employee has changed jobs that requires a change in Employment Record Number and <i>a prior termination exists on the Employment Record Number that the employee is being hired into.</i></p>	
<p>Step 2 – Benefit Program: Verify that the employee is in the correct Benefit Program.</p> <ul style="list-style-type: none"> - Select Go, Administer Workforce, Administer Workforce (U.S.) - Select Use, Job Data, Benefit Program Participation, Update/Display All. - When the dialogue box appears, key in the <i>Employee ID (EMPLID)</i> and click on OK. If the Benefit Program is incorrect and needs to be changed, see BEN 0135. Do not click on the <i>Cancel</i> icon (red-x) on the toolbar to clear from this panel at this time. 	Company
<p>Step 3– Annual Benefits Base Rate: Verify that the Annual Benefits Base Rate is correct (even if the employee is in a non-FLX Benefit Program).</p> <ul style="list-style-type: none"> - Select the Job Data 3 panel. <p>If the Annual Benefits Base Rate needs to be updated, see BEN 0130 (changes can be made in accordance with FLEX regulations).</p> <p>Do not click on the <i>Cancel</i> icon (red-x) on the toolbar to clear from this panel at this time.</p>	Company
<p>Step 4– Service Date: Verify the Service Date.</p> <ul style="list-style-type: none"> - Select the Employment Data 1 panel. <p>If the Service Date needs changing, refer to business process BEN 0500.</p>	Company

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<p>Step 5 – Leave: The goal is to assure that all Leave Balances are accurate. If the employee is being rehired into a different Company from which (s)he was terminated, If a break in service has occurred, do NOT transfer leave balances; continue with Step 6. If a break in service has not occurred (i.e. in the case where the employee should have been transferred, but was incorrectly terminated) continue with this step by using the Leave Balance Transfer panel:</p> <ul style="list-style-type: none"> - Select Go, Administer Workforce, Administer Workforce (U.S.) - Select Use, Leave Balance Transfer <p>Once leave balances have been transferred, verify balances as follows:</p> <ul style="list-style-type: none"> - Select Go, Compensate Employees, Administer Base Benefits. - Select Use, Leave Balances, Update/Display All. - When the dialogue box appears, key the <i>EMPLID</i> and click OK. Using the scroll bar, review all Leave Balances. Do not click on the <i>Cancel</i> icon (red-x) on the toolbar to clear from this panel at this time. <p>If the employee had terminated employment prior to the rehire, then there should be no balances for Annual Leave, FLSA, and Holiday Deferral, as these should have been paid out at termination. Further, the GA Compensatory Time should not have a balance. If a balance exists for any of these Leave Plans, make a note of the Leave Plan and Balance. For Annual Leave, FLSA and Holiday Deferral, send notice to the prior company to assure that proper payout to the employee occurred. Adjust these balances as well as GA Comp Time to zero (see BEN 0170 Annual Leave, BEN 0185 FLSA, BEN 0192 Holiday Deferral, and BEN 0186 GA Comp Time).</p> <p>If more than 30 days have passed since the HR Termination action, the Sick and Forfeited Leave Plans should reflect zero balances. Any balances for these plans that existed at the time of the termination would have been transferred to the Previous Unpaid Leave Plan by Central Processing.</p> <p>If less than 30-days have passed since the termination, Sick and Forfeited Leave Plan balances may appear. Their combined total balance should be moved to the Previous Unpaid Leave (see BEN - 0194).</p> <p>Review the Leave Plans in which the employee is enrolled.</p> <ul style="list-style-type: none"> - Select Use, Leave Plans, Update/Display All. 	<p>Company</p>
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<p>Step 6–Savings: Review the existing Savings Plan election.</p> <ul style="list-style-type: none"> - Select Use, Savings Plans, Update/Display All. <p>Update Savings Plan elections as appropriate (see BEN 0140 through 0143).</p>	<p>Company</p>
<p>Step 7– Pensions Plans: Review the rehired employee's Pensionable Earnings.</p> <ul style="list-style-type: none"> - Select Go, Administer Workforce, Administer Workforce (U.S.). - Select Use, Pensionable Earnings, Update/Display All. <p>See BEN 0110 – 0112 for details of updating the Pension information.</p>	<p>Company</p>
<p>Step 8– Flexible Benefits: Since the employee has been rehired within the current Benefit Plan Year, changes to Flexible Benefit options are not allowed until 1) the next Open Enrollment elections, or 2) a Qualifying Event takes place.</p> <p>If the employee was not previously eligible for FLEX benefits (Employment Record #1-9), and is now eligible (Employment Record #0), new elections from the employee's new Option Statement are to be started. See BEN 0120 Enroll Employee in FLEX benefits.</p> <p>If the employee was previously FLEX benefit eligible, and is now no longer FLEX benefit eligible, refer to BEN 0121 to end the FLEX coverage.</p>	<p>Company</p>
<p>Step 9 - Company Specific Benefits: The employee's prior Company should have turned-off Company specific deductions when the employee was terminated. To verify, review General Deduction Data.</p> <ul style="list-style-type: none"> - Select Go, Compensate Employees, Maintain Payroll Data U.S. - Select Use, General Deduction Data, Update/Display All. <p>Use the outer scroll bar to view all of the employee's General Deductions.</p> <p>Company specific benefits from the losing/terminated company that are not allowed in the gaining company, must be stopped. Any new company specific benefits elected by the employee must be added. See BEN 0150 – 0151 for details.</p>	<p>Company</p>

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The appropriate forms are received of the employee's rehire (within the same plan year of termination) and benefit information. After the rehire in HR is done, the following steps are made for benefits:

- 1) verify the Benefit Program, Annual Benefits Base Rate, and Service Date,
- 2) verify Leave Balances and Leave Plan participation in some situations,
- 3) verify Savings Plan participation,
- 4) verify Pension/Retirement Plan participation,
- 5) verify Flexible Benefit plan elections, and
- 6) Verify Company specific benefit plan participation (e.g., Agency Sponsored Plans).

A Rehire-Within Same Plan Year situation can occur:

- 1) When an employee has terminated employment with the State of Georgia and is subsequently rehired within the same plan year (7/1 – 6/30).
- 2) When an employee has changed jobs that requires the change in employment record number *and a prior termination exists on the employment record that the employee is being hired into.*