



Employee Rehire

The Employee Rehire EPAF is intended for those situations wherein an employee, who has previously been terminated as an employee of USF, regains employment at the university.

In these situations, this EPAF form will both reactivate the employee's employment status -- including accompanying access -- and provide the details of the employee's new assignment.

EPAF Approval Category:

Employee Rehire, G89870-00 Asst Payroll Manager, Last Paid Date: Mar 31, 2010

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	06/06/2008	<input type="text"/>
Job End Date: MM/DD/YYYY		- <input type="text"/>
Jobs Effective Date: MM/DD/YYYY	11/30/2009	<input type="text" value="04/05/2010"/>
Current Hire Date: MM/DD/YYYY	06/05/2000	<input type="text" value="04/05/2010"/>
Job Status: (Not Overrideable)	Active	<input type="text" value="A"/>
Employee Status: (Not Overrideable)	Active	<input type="text" value="A"/>
Term Reason Code: (Not Overrideable)		- <input type="text"/>
Termination Date: MM/DD/YYYY(Not Overrideable)		- <input type="text"/>
Last Work Date: MM/DD/YYYY(Not Overrideable)		- <input type="text"/>
Employee Class Code:	GG, Semi Monthly Administrators	<input type="text"/>
Home Organization:	P5410, HUMAN RESOURCES	<input type="text"/>
Distribution Orgn:	P5410, HUMAN RESOURCES	<input type="text"/>
Timesheet Orgn:	P54111	<input type="text"/>
Contract Type:	Primary	<input type="text" value="Primary"/>
Contract Begin Date: MM/DD/YYYY		<input type="text"/>
Step:	0	<input type="text" value="0"/>
Regular Rate:	39.230769	<input type="text"/>
Assign Salary:	3187.5	<input type="text"/>
Annual Salary:	76500	<input type="text"/>
Factor:	24	<input type="text"/>
Pays:	24	<input type="text"/>
FTE:	1	<input type="text" value="1"/>
Appointment Percent:	100	<input type="text" value="100"/>
Title:	Asst Payroll Manager	<input type="text"/>
Job Change Reason:	RTLOA	<input type="text" value="REHIR, Rehire"/>

The five fields to the left will reverse the employee's terminated status and return them to "Active" status. No entry is needed in these fields as the appropriate values will default.

Step 1

Define Employee, Query Date, and Approval Category

- In the **New EPAF Person Selection** Screen, provide employee's **CWID** or search for employee using the magnifying glass icon.
- **Query Date** is the date the employee will begin their new position (please see Appendix on Query Date(s) for more detailed information).
- Select the "Employee Rehire, REHIRE" **Approval Category** (pictured on previous page).
- Click "Go".

Step 2

Select Employee Assignment

- In the **New EPAF Job Selection** screen, input the employee's new **Position** number and click **Find Suffix**.
- Click "Create".

Step 3

Enter Main Job Information

- **Job Begin Date** and **Jobs Effective Date** should equal the first date that the employee is to assume his/her new position, and should also match the **Query Date**.
- Leave the **Job End Date** field blank.
- Enter the employee's E-Class (e.g. FF for temporary hourly employees) in the **Employee Class Code** field.
- Enter the org. code where the employee's paycheck will be distributed in the both the **Distribution Orgn** and **Home Organization** fields (e.g. P2600). Enter the employee's P-ORG # in the **Timesheet Orgn** field (e.g. P54112).
- **Contract Type** for a Rehire should default to "Primary." If the previous assignment has not yet been terminated, then make **Contract Type** "Overload" and HR will amend.
- **Contract Begin** and **Contract End Date** fields should be left blank unless the new assignment is a stipend, or a faculty assignment. For a stipend or faculty assignment, the **Contract Begin Date** should equal the **Query Date**, or the date that the new assignment will begin. The **Contract End Date** should be the last date of the last pay period worked on the new assignment (or the end of the fiscal year, whichever comes first).
- **Step** should always be 0.
- If the employee's new assignment is paid hourly, enter the hourly rate in the **Regular Rate** field. If they receive a salary or stipend, leave this field blank.
- The **Assign Salary** field is reserved for stipends and staff teaching assignments. For these

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assignments, enter the amount that the employee is to be paid *per pay period* in the **Assign Salary** field (hint: this should equal the **Annual Salary** amount divided by the **Pays**).

- If the employee's new assignment is salaried, enter the yearly salary amount in the **Annual Salary** field. If the new assignment is a stipend, enter the total amount to be paid to the employee in this field. If the employee is paid hourly, leave this field blank.
- The **Factor** and **Pays** fields should also be left blank except when entering stipends or faculty assignments. For stipends and faculty assignments, **Factor** should equal the # of pay periods worked and **Pays** should equal the # of pay periods paid. Note: These fields will typically be equivalent; the exception would be full-time faculty employees that work 9 mos. of the year and are paid over 12.
- Enter the FTE in the **FTE** field.
- Enter the **Appointment Percent**.
- Enter the **Title** of the new assignment.
- The **Job Change Reason** should default to *REHIR, Rehire*.

For instructions on Steps 4-7, including:

- [Confirming or Revising FOAP](#)
- [Defining Approval Routing Queue](#)
- [Adding Comments](#)
- [Saving, Confirming & Submitting your EPAF](#)

please refer to the section of this guide entitled Part II "EPAFs for Staff & Faculty."
