pennsylvania
HR SERVICE CENTER

Rehire/Return from Furlough

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By Infotype

IT0000		IT0006	IT0210	IT0077
IT0002	IT0041	IT0207	IT0016	IT0094
IT0001	IT0008	IT0006, ST US01		IT2012, QSIC & 6019
IT0007	IT2012	IT0208	IT0015	IT0235
IT0552	IT0009	IT0209	IT0057	IT9009

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Updated December 14, 2016

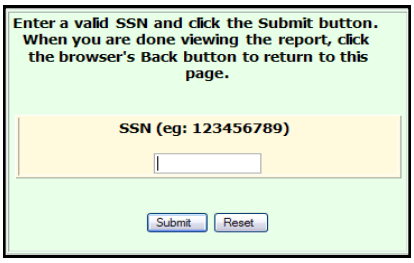
Overview

There are several things you will need to determine before processing a Rehire or Return from Furlough action. This action guide should be used in conjunction with the Pre-Transaction Checklist to ensure that all known exceptions are accounted for.

1. Does the employee have history with SERS (SERS footprint)?

Log in to the SERS website, input the employee's SSN
http://sers.pa.gov

Refer to the SERS Retirement Footprint document for specific information on SERS enrollment for non-permanent employees



If the employee was previously enrolled or elects to be enrolled in Class A4, they should **always** remain in A4 (9.30%)

If **yes**, enroll the employee in the same SERS class they were in prior to rehire.
If **no**, enroll in "CLS A3/A4".
If the employee indicates prior service but we are unable to verify a footprint, enroll in "Full Cov Class AA" (refer to Benefits Alert 2011-01).

Regardless of the job class or retirement eligibility, if there is a footprint, ***enroll in SERS*****.**

2. Is the employee transferring from an independent agency?

If **no**, the rehire effective date should be the first day the employee reports to work.

If **yes**, and the break in service is less than 14 days, the rehire effective date is the Saturday after their last day worked at the independent agency; unless their last day worked was mid-week, in which case the effective date would be the first day they report to work at the new agency (typically a Monday). **If the EE separates from an Independent Agency and does NOT start the following Monday, please consult with a specialist or supervisor before processing the action. Each case will need reviewed separately.**

If **yes**, and the break in service is more than 14 days, the rehire effective date should be the first day the employee reports to work.

When processing actions for employees who are transferring from an Independent Agency not in SAP, Maintain Text to include what agency they are transferring from as well as the dates they worked there on IT000, IT0001 & IT0041.

Independent Agencies (click here for a list of agency contacts)

Attorney General	PA Higher Education Assistance Agency
Auditor General	Philadelphia Port Authority
Health Care Cost Containment Council	Senate
House of Representatives	State Public School Building Authority
Independent Regulatory Review Commission	State System of Higher Education
Joint State Government Commission	Thaddeus Stevens College of Technology
PA Gaming Control Board	Treasury

When an employee transfers from an Independent Agency that we do not have a reciprocal leave agreement with but are eligible for benefits day one the effective date of the action will be a Saturday date (Please reference the Action Effective Date Memo). Please reference the Retirement Leave Service Credit Calculator to see what counts.

3. Is a ZT Date needed? *(two separate scenarios regarding ZT Dates)*

a. If the employee is rehired within 6 months of the separation date, a ZT DATE is needed. Use the ZT Date Calculator to obtain the ZT Date **BEFORE** starting the action.
b. If the employee **retired** and is rehired into a permanent position, create a CRM ticket to determine if they were REHP eligible. If they were, a ZT DATE is needed (see page 3).

4. Does the employee exist in SAP?

If the employee has Commonwealth employment prior to 2004, their records will not exist in SAP; an Establish IPPS EE action will need to be processed prior to the rehire action.

Rehire

Employees can be rehired into one of four types of positions:

- Non-permanent
- Permanent
- Annuitant
- External (i.e. interns, resident workers, board members)

Non-Permanent

Employees who are rehired into a non-permanent position are **not** eligible for retirement until they reach 750 hours worked. The agency should indicate on the PAR if the employee is expected to work 750 hours within the calendar year; if so you will need to input a ZW date equal to the date of rehire on IT0041 and enroll them in retirement via HRBEN0001. The ZW date is for reporting purposes, and enrollment via HRBEN0001 will initiate the employee's SERS deduction. Non-permanent employees are not eligible for retirement unless and until they become permanent, except for non-perms in DPW, DOT, Intermittent Intake Interviewers and employees in the Temporary Clerical Pool. Per Kathy Reichert-Wise, a CRM is needed for a NP rehire that previously retired even if they did not meet age/years to retire. This is so that the case can be documented.

Permanent
Employees who are rehired into a permanent position are eligible for benefits and retirement as if they were newly hired. Additionally, those who were REHP eligible are not required to meet the six-month waiting period for supplemental benefits. If the employee previously **retired**, you will need to create a CRM ticket to Kathy Reichert-Wise to determine if they were REHP eligible. If they were, a ZT Date on IT0041 is needed upon rehire.

Annuitant
An annuitant is a separated employee who is rehired on a temporary basis. Annuitants can only work a maximum of 95 days in a calendar year in order to avoid losing their pension benefits, and they are responsible for keeping track of their workdays. Annuitants do not get longevity, QHOL, EPR, ZT date, SERS or benefits. They do, however, earn seniority; save IT0552 and IT0057 during the action (if BU-covered). You should always use action reason code 81 for annuitant rehires. On rare occasion, however, if an employee simultaneously holds two different annuitant positions then you will not be given the option to use 81, and should then use reason code 01 or 02.

IT0171 2nd Program Grouping Should be 13 for Annuitants

Return From Furlough

Return from furlough employees are treated slightly different from regular rehires. Furloughed employees can be returned at any time within the standard 36-month recall period (could be longer per their collective bargaining agreement). They are therefore treated as permanent employees regardless of if the position is non-perm or temporary, and they are entitled to retain seniority up to the expiration date of their recall period, rather than 12 months. This means you would **bypass** the QSIC and 6019 records that come up during a Rehire action. Although the typical recall period for furloughees is 36 months, you should review the collective bargaining agreement for that union's specific recall period. **Please note:** As long as the recall is accepted by the employee within the recall period, it doesn't matter that the action date in SAP falls outside of the recall period.

Union Membership

Rehire—If an employee was a union member at the time of their most recent separation—and is rehired within 12 months of the separation—they are to be placed back in Union Dues status upon rehire; **unless** they are changing unions (i.e. AFSCME to PSSU), in which case they are to be placed in Fair Share status. This includes annuitant rehires. If rehired after 12 months of separation, place them in Fair Share status.

Return from Furlough—If an employee is being returned into the same union, they are to be placed in the same status they were in when they were furloughed, regardless of the length of time between furlough and return; **unless** they are changing unions (i.e. AFSCME to PSSU), in which case they are to be placed in Fair Share status.

When to Use a Payrate Exception (appt above min)

A payrate exception is to be used at the start of the rehire action when an employee is given a salary that is above the established minimum for a particular job class or if the employee is being rehired into a different Pay Scale Group or Pay Level that is different from when they separated.

IT0008

When a payrate exception is selected, SAP will lock IT0008 once the salary is input; this triggers a notification to BCPO to review the action and confirm that the employee is being paid at the correct salary. Once BCPO approves or rejects the salary, you will receive a notification via email and IT0008 will be unlocked.

The agency will typically indicate on the PAR if the action is an appointment above the minimum.

You will need to use a payrate exception for any of the following scenarios:

- Employees being hired into DMVA or PEMA, with a work schedule that starts with either 'BAK' or 'BC'.
- If the Pay Scale Group is any of the following:
    - ◊ AG99—attorney general senior mgmt staff
    - ◊ DS01—deputy secretaries
    - ◊ IP99—PSERS investment staff
    - ◊ PA—port authorities groups 1-11
    - ◊ VR01—DPW resident workers
    - ◊ XD98—board members/civil service hearing officers
    - ◊ XH98—instructors, JROTC, etc.
    - ◊ XH99—senior level staff classes
- If the Pay Level on the PAR is '00', 'ZN', 'ZI', or 'ZF'.
- Corrections Officer Trainees in SCI Graterford or SCI Chester (truncated position).
- For senior-level appointments, there **must** be written authorization for an above-the-minimum appointment attached to the PAR. If there is not, contact the agency. In most cases, BCPO will not approve this type of payrate exception without written approval.
- There are other instances where you will use a payrate exception, based on job class or agency. Be sure to review the PAR carefully and confirm with the agency.

If you are processing an action and **IT0008 locks,** you need to **monitor the record** until it is **approved/disapproved.** You can close your EPAR, but you need to put comments when closing stating that the IT0008 record is locked pending approval. Please make sure these are unlocked/approved timely so that the employee gets paid correctly.

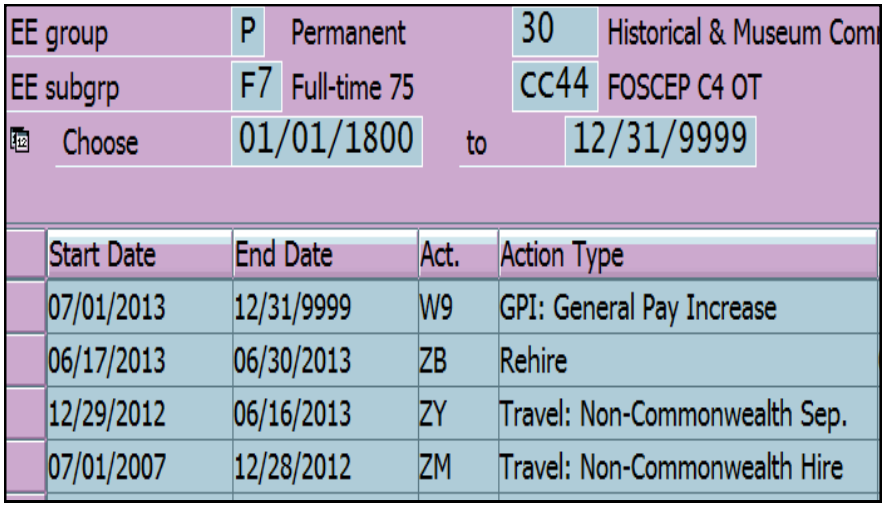
Non-Commonwealth Travelers

A Non Commonwealth Traveler is a person who is appointed by the Governor to serve on a board. We cover their travel expenses. While serving as a Non-Commonwealth Traveler they are not considered a Commonwealth Employee.

If the employee you are rehiring is an active Non-Commonwealth Traveler you would need to process this as a **Dual Hire** instead of a Rehire action. All Non-Commonwealth Travelers, that never held a regular commonwealth position, should be processed as a Dual Hire. If the employee held a regular position, then separated and rehired into a Non-Commonwealth Traveler position escalate to a specialist to follow the normal procedure. (see below)

Please let a specialist know so they can contact BCPO travel to determine when the employee can be separated as a Non-Commonwealth Traveler prior to being hired into a regular position. The point of contact is Mark Searer from BCPO Travel and if he is unavailable the next point of contact is Susie Kovalick.

When processing a rehire for an employee who was previously a **Non-Commonwealth Traveler** and has been separated (action immediately before the rehire is a Travel: Non-Commonwealth Separation), you must manually create IT0007 (PA30) for the period they began as a Non-Commonwealth Traveler to the time they are being hired as a Permanent employee.



Use a DFLT800 or DFLT750 work schedule for this record. The TMS code must be entered as 0 (Zero).

Review IT0007 to make sure that it reflects from the first day the employee was in active status (including the Non-Commonwealth Traveler position) through 12/31/9999. There can not be any breaks on IT0007. Otherwise, quotas will not generate and the employee will appear as a payroll rejection.

Dates Rehire

Effective Date
The rehire effective date should always be the first day the employee reports to work.

Start Date on IT0041
The start date on IT0041 should be the first day of the pay period in which the employee is being rehired, **unless** they are an establish IPPS employee **or** annuitant; in which case the start date would be the rehire effective date.

Date Types on IT0041 (refer to PA Alert 2011-04)
The dates that will need changed are:

***Z1**, Current Service Date = rehire effective date*
***Z2**, Adjusted Leave Service = rehire effective date*
***Z3**, Longevity Date = auto-populated for all BU's with **signed** agreements, 12/31/9999 for all BU's with unsigned agreements (see PA Alert 2013-06)*
Effective 3/11/13 → **These dates will not be present for an IPPS employee, and will need to be manually input**

Important: if transferring from an independent agency and the break in service is less than **14 days**, the Z1 & Z2 dates are both the first day worked at the independent agency.
If the break in service is less than **180 days**, change only the Z1 date to the first day worked at the independent agency.

The dates that will need added/removed are:
Z6**, Original Hire Date* **only** input this date for establish IPPS employees; otherwise ***NEVER TOUCH. *If the Employee is separated as a PA National Guard and then rehired the Z6 date should be the date of the rehire.*

ZE**, Retirement Complete = remove for all perm and non-perm employees,* ***DO NOT** remove for annuitants—**This date is added the Friday after pay processes as long as the employee has no issues (this date MUST be present prior to the start of the action in order to process, but will **not** be present for an establish IPPS employee; **do not** manually input)

***ZT**, Benefits Eligibility Control = input for employees who were separated less than 6 months prior to being rehired; REMOVE if separated more than 6 months* (refer to the ZT Date Calculator)

***ZW**, 750 Hours Rule = input for all non-perm employees who are eligible for retirement*
(**DO NOT** remove this date if already present; use the rehire effective date if enrolling in SERS)
The **ONLY** time you will remove the ZW date for a rehire is when you are rehiring an Annuitant or if you are rehiring an employee whose SERS status is showing as Withdrawn and they are not to be re-enrolled in SERS. Refer to page 1 of the Dates and Definitions document for more information on ZW dates.

Return From Furlough

Effective Date
The return from furlough effective date should always be the first day the employee reports to work.

Start Date on IT0041
The start date on IT0041 should be the first day of the pay period in which the employee is being rehired.

Date Types on IT0041
The dates that will need changed are:

Effective 3/11/13 →
***Z1**, Current Service Date = return from furlough effective date*
***Z2**, Adjusted Leave Service = previous hire date* (check IT0000)
***Z3**, Longevity Date = auto-populated for all BU's with **signed** agreements, 12/31/9999 for all BU's with unsigned agreements (see PA Alert 2013-06)*

The dates that will need added/removed are:

***ZE**, Retirement Complete = remove for all perm and non-perm employees*

***ZT**, Benefits Eligibility Control = MUST be added for all return from furlough actions*
(use the ZT Date Calculator; if it yields 'no date needed', then use the effective date of the most recent employment period **prior** to the furlough)

Transaction—PA40

Once you have gone through the Pre-Transaction Checklist and determined all pre-transaction criteria, you are ready to start the action. Refer to the Establish IPPS EE instructions if needed, before processing the rehire. In this example, the employee is being rehired into a permanent position within the Dept of Public Welfare effective Monday 3/19/12, in the Z3 pay area. ***Note:*** *If the most recent separation was* ***prior*** *to the Earliest Retroactivity Date, you must create a help desk ticket. This is so that the time team can review the leave service credit and quotas. (For all Employee's even Resident B Workers unless the rehire is for an employee where an Establish IPPS EE action was processed)* ***Please create as a Time ticket and use Statute of Limitations. Refer to the sample help desk ticket for details.***

Health Care Reform-Before you begin please review the **Health Care Reform Transaction Manual** for information on updating the employee's IT9010.

1 On the home screen of SAP, under the Personnel Administration folder, double-click **PA40—Personnel Actions.**

2 Enter the employee's personnel number, the effective date and select **Rehire** *(for a return from furlough action, select* ***Return from Furlough****).*

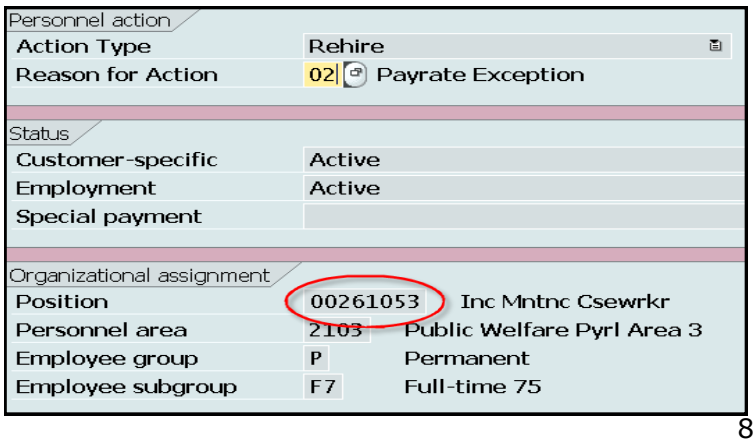
Click Execute

Things to Consider:
Corrections employees who live or work more than 50 miles from the Elizabethtown Training Academy may start on a Sunday, to include travel time. The agency must provide some reference on the PAR to using a Sunday effective date for travel. Contact the agency to confirm this date. Otherwise, the effective date should be Monday.

INFOTYPE 0000

3 Enter the action reason.
01 = standard payrate
02 = payrate exception

Enter the position number from the PAR.



Click Enter Save

4 INFOTYPE 0002

Verify the personal information per the employee documents attached to the PAR.

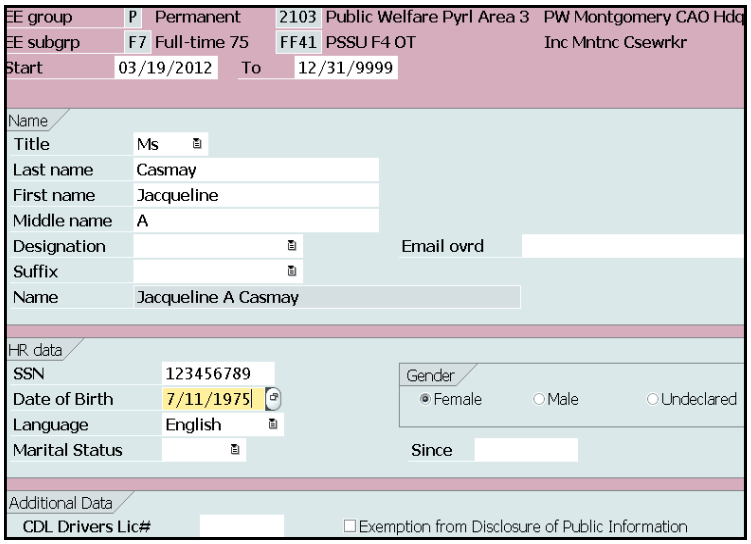
Remember: Leave Marital Status blank; if it's present, REMOVE

Even if no changes are made you **MUST** save this Infotype, so that the crosswalk tables in the background update from inactive to active.

Remove any content in the **Email Override** field.

Enter the CDL# if appropriate.

Click Enter Save



Note: If you discover later on—after the employee has been enrolled in SERS—that the birthdate was entered incorrectly, immediately notify Becky Parker from SERS; changes to SAP data do not get passed on to SERS. SERS must update the date of birth in their system. Once an EE starts SERS will not update the DOB unless they have a birth certificate or some proof of what the EE's DOB is. Escalate a CM case to Employee Services requesting outreach be done to obtain the correct information. Explain in the case that agency provided the wrong DOB.

5 INFOTYPE 0001

All fields default from the position; verify.

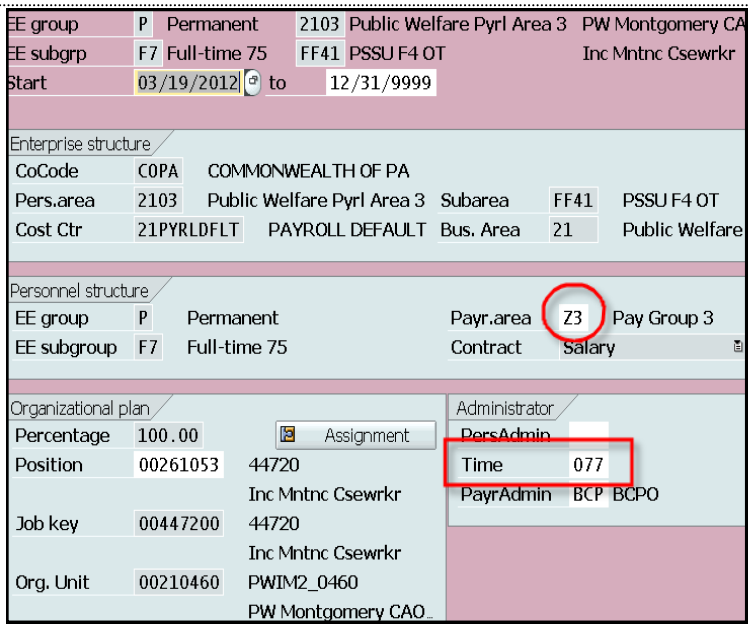
Change the **Time Admin** code to match the PAR, if needed.

Maintain text.

Click Enter Save

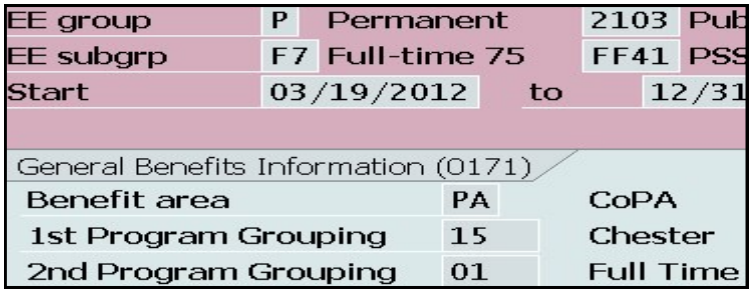
You will be asked to delimit the position's vacancy the day before the effective date.

Click Yes



Things to Consider:

If the rehire is for an establish IPPS employee, IT0171 may be presented next. If so, confirm or change the 1st grouping based on their home county, and the 2nd grouping based on their personnel subgroup (full-time/part-time).



6 INFOTYPE 0007

Enter the work schedule per the PAR.

Use the matchcode to select the time mgmt status, typically on the PAR.

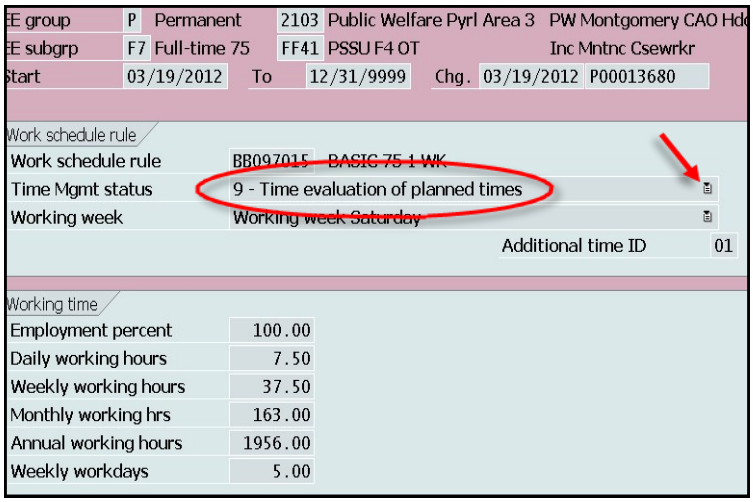
Time Mgmt Status:

0 for per diem employees, National Guard, Health Registrars

1 for non-perm employees (even if their work schedule begins with 'CMR')

7 for DOT employees with a work schedule that begins with 'CMR' and 'CFTX7015" and for Game Commission employees assigned as Wildlife Conservation Officers

9 for permanent employees (wage OR salary)



Note: *There are exceptions to the Time Mgmt Status; review the PAR carefully, consult with a specialist if needed.*

Game Commission—Employees assigned to the Wildlife Conservation Officer job (60110) are considered quasi-positive time reporters which means they are expected to enter attendance time in CATS. In cases where no entry is done, SAP will pay the base hours according to the work schedule. The TMS code on IT0007 should reflect **7**. This information will be provided in the comments field of the EPAR.

Things to Consider:

For annuitants, the work schedule should always be *BNOHR017*, **unless** otherwise indicated on the PAR. Exception is for **Annuitant TCP employees**; they can be placed on a Basic Flex work schedule.

Remove the '01' Additional Time ID for:

- ALL DOT employees (unless work schedule begins with 'CPE')
- ALL DPW employees in:

  Selinsgrove
  South Mountain Restoration Center

  Currently Restoration Aides at South Mountain Restoration Center should NOT be coded as FTE employees. We will let you know when this changes.

  unless work schedule is **BNOHR**

- ALL DMVA employees in:

  Delaware Valley Veterans Home
  Gino J. Merli Veterans Center
  Hollidaysburg Veterans Home
  PA Soldiers and Sailors Home
  Southeastern Veterans Center
  Southwestern Veterans Center

- Effective **December 4, 2016** DOC Laurel Highlands (00114610) and DOC Somerset (00117610) will go live with FTE. **This only impacts BU H1—Correction Officer Trainees, Corrections Officer 1 and Corrections Officer 2 and BU H3—Corrections Officer 3 and Corrections Officer 4**

Click Enter Save

7 INFOTYPE 0552

Save this screen for BU-covered employees, EXCEPT:

CIVEA union (Corrections), PSEA/NEA union (L&I) (create a ZC date effective the new hire date on IT0041)

BYPASS for:

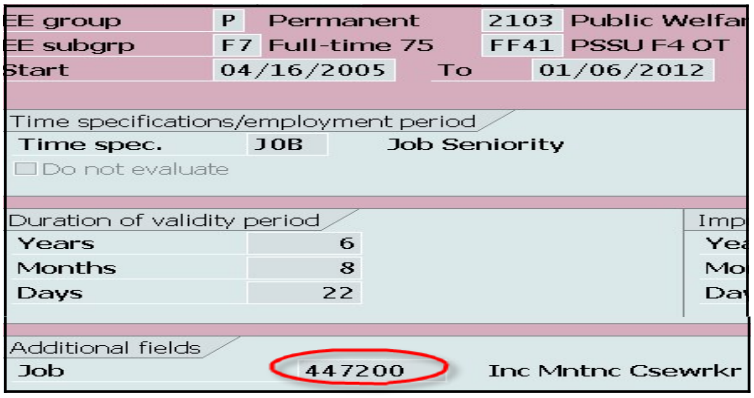
- management employees
- unclassified employees
- confidential employees
- bargaining units **L1, E4 or E7**

Verify the job code matches IT0001.

Click Bypass

OR

Click Enter Save



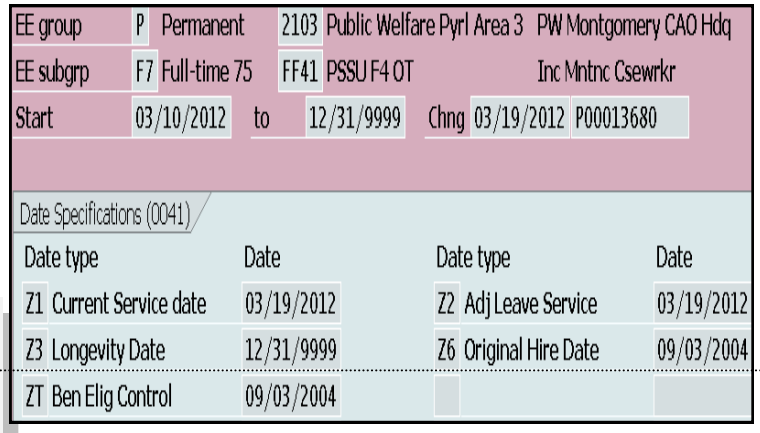
Things to Consider:

If the employee is rehired into a different dept than the one they separated from, IT0027 will be presented next. Delimit the line with the 12/31/9999 end date (click *Delimit* button).

Management employees do not earn seniority, and should not be classified as *Confidential*.

8 INFOTYPE 0041

Enter the start date as the first day of the pay period in which the employee is re-hired. In this example, the employee is rehired
on 3/19 into the Z3 pay area, so the first day of that pay period is 3/10.



EE group	P	Permanent	2103	Public Welfare Pyrl Area 3	PW Montgomery CAO Hdq	
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr	
Start	03/10/2012	to	12/31/9999	Chng	03/19/2012	P00013680

Date Specifications (0041)

Date type	Date	Date type	Date
Z1 Current Service date	03/19/2012	Z2 Adj Leave Service	03/19/2012
Z3 Longevity Date	12/31/9999	Z6 Original Hire Date	09/03/2004
ZT Ben Elig Control	09/03/2004		

Things to Consider:

For annuitants and establish IPPS employees, the start date is the first day the employee reports to work.

For annuitants who contributed to TIAA-CREF, a ZE date is **not** required to process the action.

For unclassified jobs, there will be no ZE date present.

If a ZT date is needed for rehires into a **permanent** position, you must create a CRM ticket to Employee Services to inform them that a ZT date has been placed on the employee's record and that their benefits need reviewed.

Things to Consider:

Bargaining units **L1, E4 or E7** use a ZC date, which will default on IT0041.

For **non-Commonwealth travelers,** the Z6 date = rehire effective date.

No Z3 date for DPW Energy Assistance Workers unless otherwise indicated on the PAR.

Z8, Annual EPR Date, for **DEP only**, use the Z8 date as specifically indicated on the PAR.

Refer to page 7 for dates.

***ZW**, 750 Hours Rule = input for all non-perm employees who are eligible for retirement*
(**DO NOT** remove this date if already present; use the rehire effective date if enrolling in SERS) The **ONLY** time you will remove the ZW date for a rehire is when you are rehiring an Annuitant or if you are rehiring an employee whose SERS status is showing as Withdrawn and they are not to be re-enrolled in SERS.

Click here for specific information on ZW dates.

Remember: IF transferring from an independent agency, and:

Break in service is less than 14 calendar days
Z1 & Z2 = date of hire at losing agency

Break in service is between 14 & 180 calendar days
Z1 = date of hire at losing agency
Z2 = date of hire at gaining agency

Break in service is more than 180 calendar days
Z1 & Z2 = date of hire at gaining agency

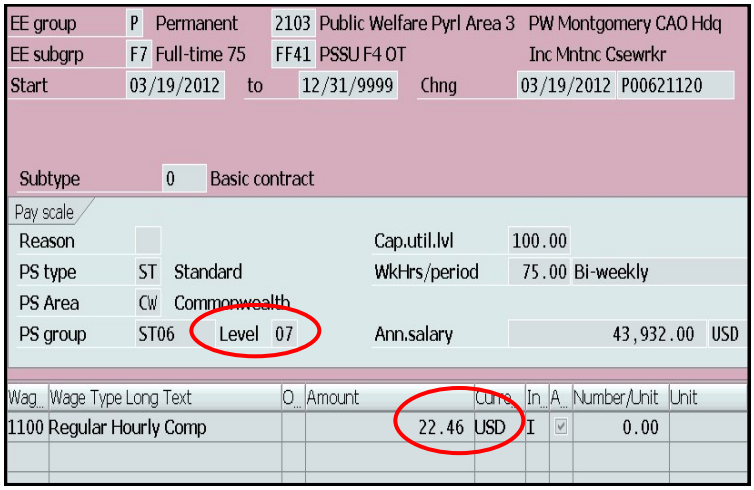
Z6 date is always date of hire at the losing agency.

Please note: If an employee was previously a Commonwealth Employee then transferred to an Independent Agency and then transferred back to the Commonwealth **with no break in service** the Z1, Z2 and Z6 dates will need to reflect the date originally hired with the Commonwealth.

Click Enter Save

9 INFOTYPE 0008

For a standard payrate, verify the **Pay Scale Group** and **Level.**



For payrate exceptions, you will be able to change the **Pay Scale Group Level**, and/or the hourly rate, when applicable *(IT0008 will lock).*

Maintain text.

Use the pay schedule chart to find the hourly rate.

Click Enter Save

Use this chart for salary overrides

Wage Type is…	Override Wage Type
1100	1101
1122	1102
1126	1102
1127	1102
1210	None
1250	1103
1251	1102

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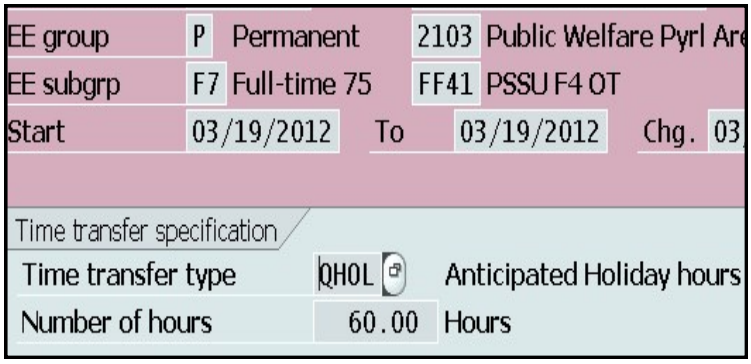
10 INFOTYPE 2012

For permanent employees, enter the number of holiday hours they are entitled to **as of the rehire date** *(refer to the Holiday Entitlement Worksheet).*



Non-permanent employees are not entitled to holiday quota, in which case you will bypass this screen.

For BU **T4-T5** the system is configured to generate 7.5 hours of holiday quota for these employees for each 195 hours of active pay status, therefore **DO NOT** load any QHOL hours on IT2012 for employees in this bargaining unit (reference Time Alert 2007-09)

Click Bypass

OR

Click Enter Save

11 INFOTYPE 0009

Bank Control Key
01 = Checking 02 = Savings

If the employee is **not** onboarding, verify bank information per the documents attached to the PAR, enter new account information as needed. Be sure to delimit all subtype 1 (other bank) and subtype 2 (travel expenses) records.

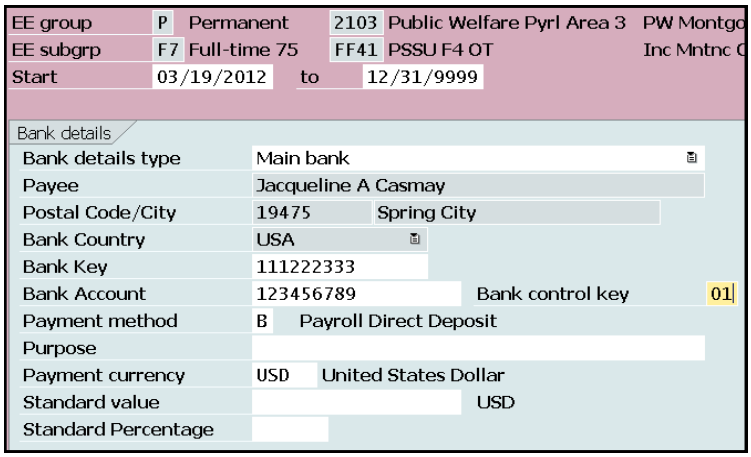
For Establish IPPS employees who onboard, **BYPASS;** for those who do not onboard, **SAVE.**

DO NOT bypass if the rehire is the result of a grievance.

Click Bypass

OR

Click Enter Save



If the job code = U3210 or U3220, change the **Payment Method** to 'A' Payroll Check

For Onboarding EEs:

- Change the start date to the day before the rehire effective date; the end date should be 12/31/9999
- Change the payment method to 'A' (payroll check)
- Remove the bank account and routing # and account type
- Maintain this text: *'Paper check record created. Record will be updated with direct deposit information when employee completes the online orientation.'*
- Enter and save

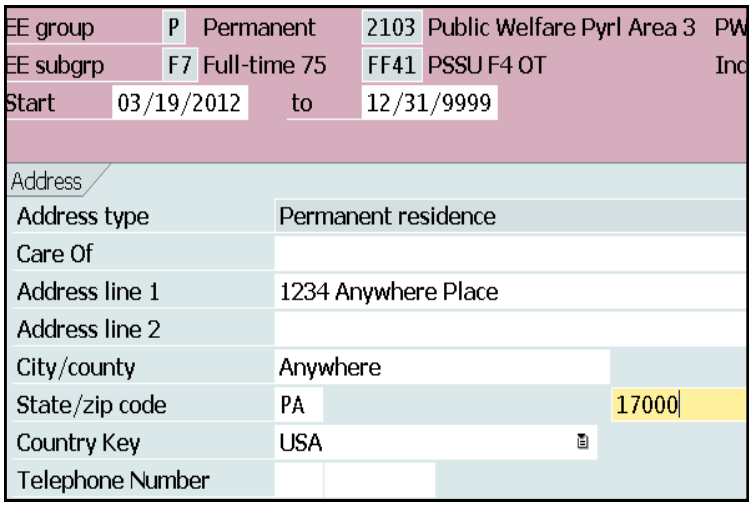
12 INFOTYPE 0006

Verify the permanent address per the documents attached to the PAR, enter new address as needed. Even if no information is changing **DO NOT BYPASS** this infotype make sure you save it.

Be sure to spell out the city name in its entirety. Abbreviate Road—Rd, Street—St, etc.

Things to Consider:
A PO Box is **not acceptable** as the permanent address. If there is a PO Box, do not input it as part of the permanent address; only use it when creating the mailing address (refer to Benefits Alert 2012-08).

You must save this Infotype or IT0171 (General Benefits) will not be created in the background.



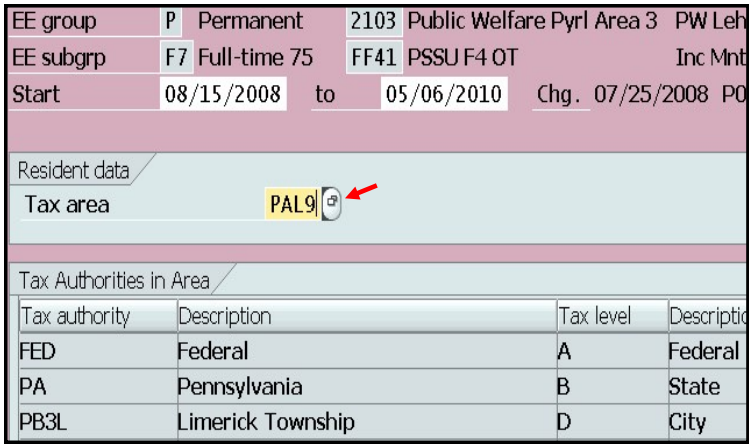
For employee's who are being rehired and have a **work address** on IT0006 from their previous position/agency please be sure to **DELIMIT** the **work address**.

When you update the Benefits County Code to 088 for out-of-state employee's and the Code does not remain 088 you will need to check the address infotype (IT1028) on every org the position was assigned to and remove the House Number. Once you have done this you should be able to change the Benefits County Code to 088 and it should remain 088.

Click Enter Save

13 **INFOTYPE 0207**

This Infoytype will only be presented if the address is changing.



Verify the residence tax area per the documents attached to the PAR *(verify using the [Municipality Search](#)).*

If the correct tax area is not given, use the matchcode to find it.

If more than one option is present (example below) select Borough, Township or City. Do not use SD, ASD or LSD

PAZ4	01/01/1980	12/31/9999	Jenkintown Borough
PAZ5	01/01/1980	12/31/9999	Jenkintown S D

On occasion SAP may list Borough, Township or the City along with the SD (example below). This code may be used as long as the Borough, Township or the City is present in the description.

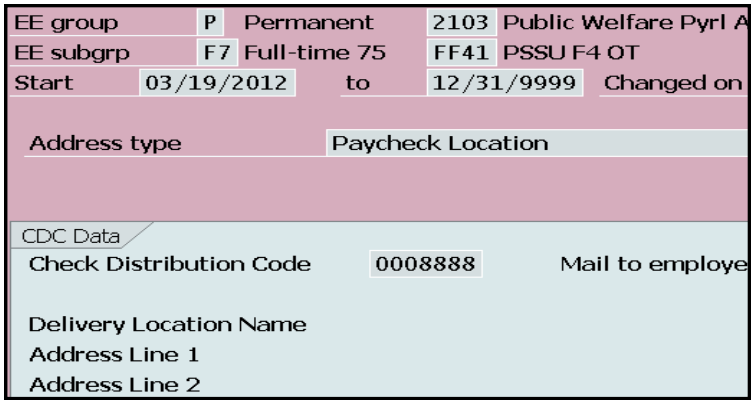
PBDH	01/01/1980	12/31/9999	New Britain Township - Central Bucks SD

If you are unsure; please see a specialist or your supervisor.

Click Enter Save

14 **INFOTYPE 0006, Subtype US01**

The **Check Distribution Code** should default to *'0008888 Mail to Employee's Home Mailing Address'.*



Click Enter Save

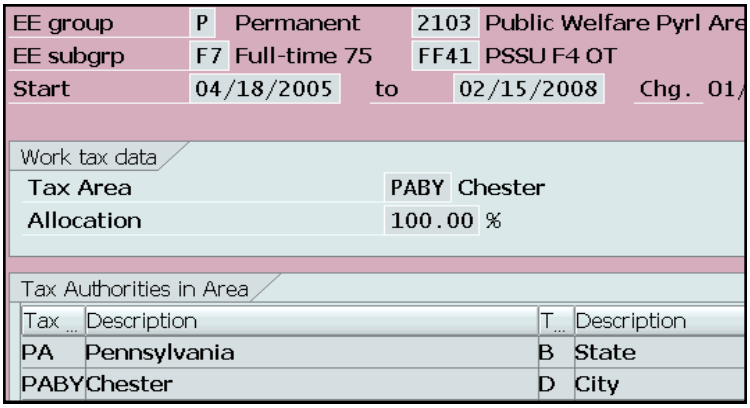
15 INFOTYPE 0208

If the work tax area is different from the one the employee was in when they separated, you will receive a pop-up saying that the work tax area cannot exceed 100%.

1. Click *'Correct Errors'*; a screen will appear showing you the previous hire overview screen
2. Select this line and click change, which will bring you to the previous work tax area screen
3. Change the end date to the **day before** the current rehire date; save
4. Click on the green back arrow; save

If the work tax area is the same:

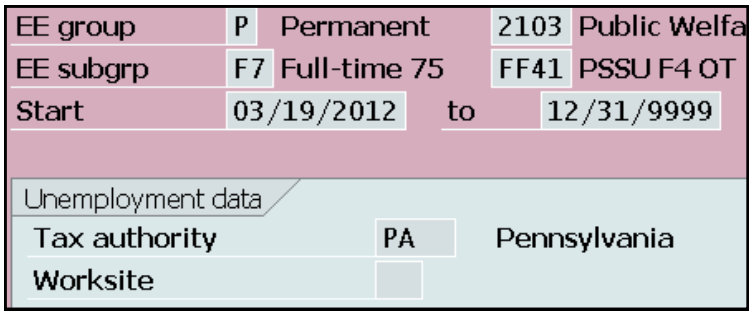
Click Enter Save



16 INFOTYPE 0209

This screen determines to which state unemployment taxes will be paid, and should always default to PA.

Click Enter Save



17 INFOTYPE 0210

The **Tax Authority** and **Tax Level** will default. Enter the **Filing Status** and **Allowance** per the documents attached to the PAR.

Things to Consider:

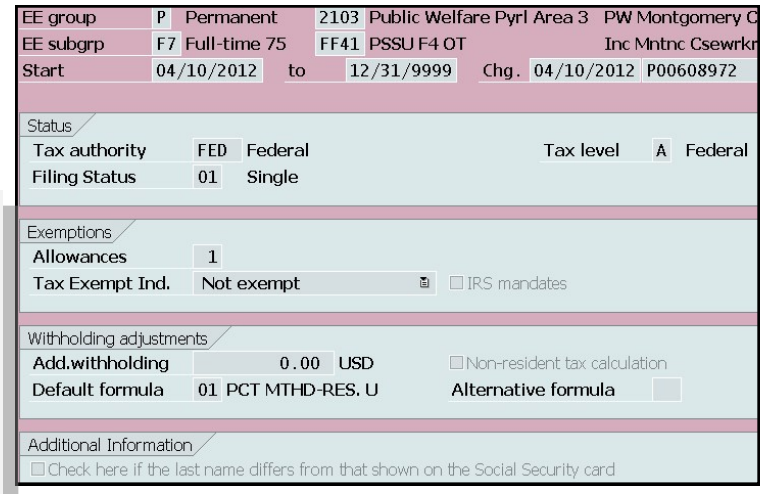
If the employee is claiming exemption from Federal Income Tax (per their W-4 form), change the **Tax Exempt Indicator** to *'R-exempt'*, earnings are reportable *(DO NOT use 'X' or 'Y')*. Change the end date of this record to 2/15 of the following year. **Do not** place any allowances on this record.

Via PA30, copy this record and change the start date to 2/16 of the <u>following</u> year, and the end date to 12/31/9999. Change the **Tax Exempt Indicator** back to *'Not exempt',* as each year the employee must re-claim exemption. Place the employee's allowances on this record.

Click Bypass

OR

Click Enter Save



Things to Consider:

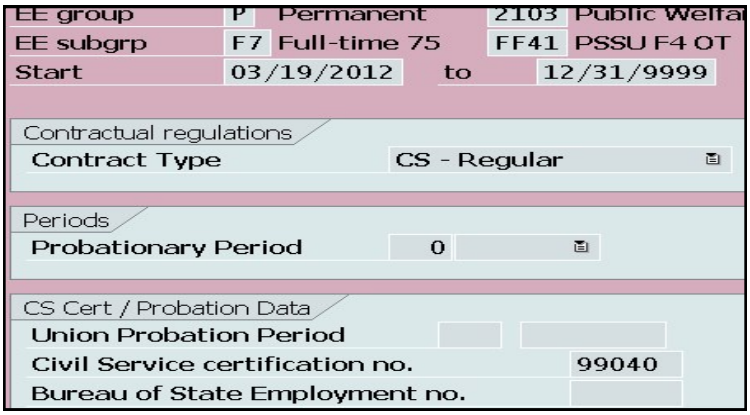
BYPASS THIS INFOTYPE FOR ONBOARDING EMPLOYEES (they will input their filing information during the online tour).

<u>DO NOT</u> bypass if the rehire is the result of a grievance.

18 INFOTYPE 0016

Enter the **Contract Type** per the PAR and probationary period per your checklist.

Enter the 5 digit civil service cert# **OR** non-civil service BSE# *(civil service jobs require a Cert#; contact the agency if Cert# is not listed on the PAR).*



Things to Consider:

NCS DOC: Use *'NCS-Prob'* for BU-covered positions and *'NCS'* for management positions

PRN Nurse Aides do not serve a probationary period; use contract type *NCS*

PRN LPN/PRN RN requires a 6-month probationary period; use contract type *CS*

CS annuitants: the contract type should be CS-Temp (unless otherwise indicated)

NCS annuitants: a BSE# may be provided

DOT Seasonal Employees: click here

Contract type **CS-Prob– LT/Sub/Seas** should only be used for **Temporary Clerical Pool** employee's. TCP's are always in prob status and never retain regular CS status.

Things to Consider:

NCS Management EE's do not serve a probationary period—*Personnel Rules, page 94, section 9.11 (d).*

IT0019 (Monitoring of Tasks) will not be presented for NCS jobs and must be created after the action via PA30; enter and save.

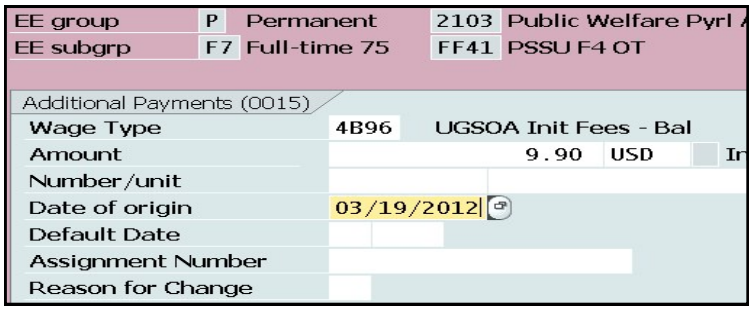
Dept of Corrections ONLY—for NCS management positions, you will need to create IT0019. For all other orgs, NCS management positions will not need IT0019 created.

Click Enter Save

19 INFOTYPE 0015

This Infotype will be presented after IT0016 for employees going into the **UGSOA R1 bargaining unit.**

Enter the following information:
Wage Type = 4B96 **Amount** = $9.90



Click Enter Save

If IT0014 is also presented, enter and save.

Initiation Fees

For unions where an initiation fee is collected, the amounts are stored in IT0014 Recurring Payments/Deductions and IT0015 Additional Payments. The Rehire action will automatically create the IT0014 and IT0015 IF the position you are placing the employee into requires an initiation fee AND the position the employee separated from is not covered by the same union. The system compares the current position to the new position and if they are covered by the same union, it will not create an IT0014 and IT0015 since the initiation fee is only to occur once.

An employee is only required to pay an initiation fee one time per union. Therefore, please note, if the employee you are rehiring previously held a position in the same union but it was not the *last* position held, the system will perform the "compare" and if the new position is covered by a union that requires an initiation fee, the system will create the IT0014 and IT0015 since it concludes that the employee is going to a "new" union. It does not review an employee's entire history to determine if they ever were in a job covered by the same union. If the employee has already paid an initiation fee from a former job in the same union as he/she is being rehired, you should delete the IT0014 and IT0014 via a PA30 transaction.

20 INFOTYPE 0057

Verify or change union status accordingly.
1 = Union Dues **2** = Fair Share

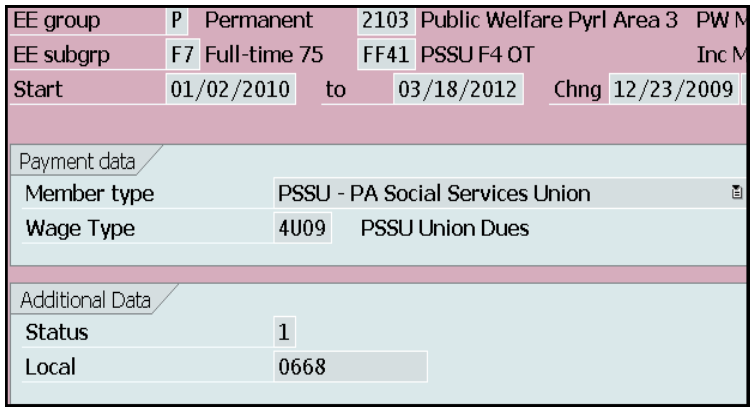
If presented, BYPASS for:

- management employees
- unclassified employees
- confidential employees
- bargaining units **L1, E4 or E7**

IT0057 may be presented again with the option to delimit; BYPASS.

Click Bypass **OR**

Click Enter Save



Refer to page 3 for union membership information.

21 INFOTYPE 0077

Verify the race as indicated on the PAR; **DO NOT** guess the race based on the employee's name or driver license/ID card.

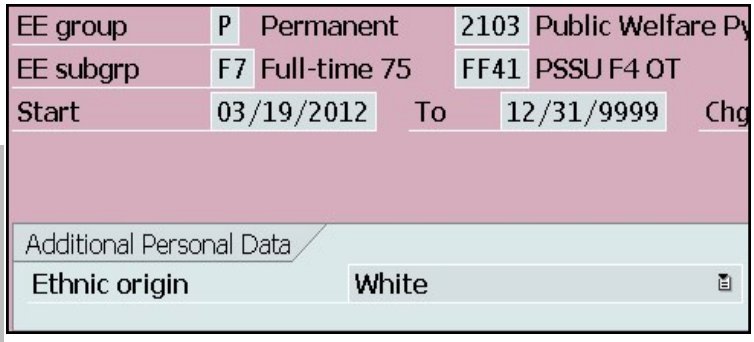
Things to Consider:
BYPASS THIS INFOTYPE FOR ONBOARDING EMPLOYEES (they will input their ethnicity during the online tour).

DO NOT bypass if the rehire is the result of a grievance.

Click Bypass

OR

Click Enter Save



Things to Consider:
If the race is not indicated on the PAR or the attached documents, contact the agency; if you have not obtained the appropriate race and need to close the PAR, choose 'Unknown/ Undisclosed' and notate the closed PAR.

22 INFOTYPE 0094

Per PA Alert 2014-21 IT0094 (Residence Status) will no longer be used as a repository for Form I-9 data. Updates to the infotype will also be discontinued. All Form I-9 information will be stored and accessible to agencies via the e-OPF.

Click Bypass

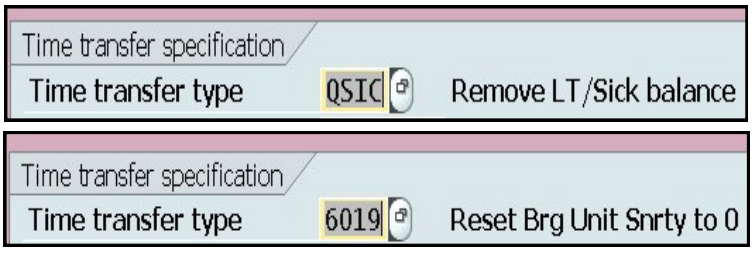
23 INFOTYPE 2012, Subtype QSIC & 6019

QSIC removes prior sick leave balances; 6019 resets the bargaining unit seniority balance to zero. Refer to your Rehire Checklist to determine whether to save or bypass. You will follow this rule for Resident B Workers and Annuitants as well.

Click Bypass twice

OR

Click Enter Save twice

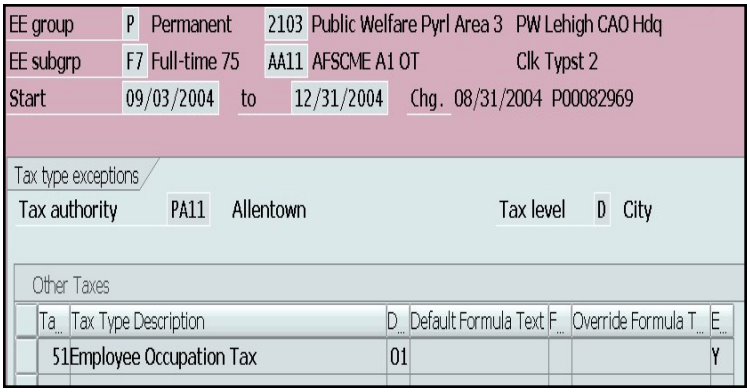


Things to Consider:
Always bypass both for Establish IPPS employees.

24 INFOTYPE 0235

This screen appears **if** the employee has an exemption with an end date beyond the re-hire effective date. If the new position does not allow this or any other exemption, select the record and **delimit**.

If the employee is to remain exempt from the taxes listed on this Infotype, **bypass** this screen.



Things to Consider:

For OPT and LST exemptions, the subtype must equal the new work tax area (click here for more information).

If the employee is LST exempt and their municipality collects **$10 or less**, the LST/OPT tax code will default to 51. Do not try to change it back to 84; SAP will not allow it. Input the 'Y' then enter and save.

Click Delimit

OR

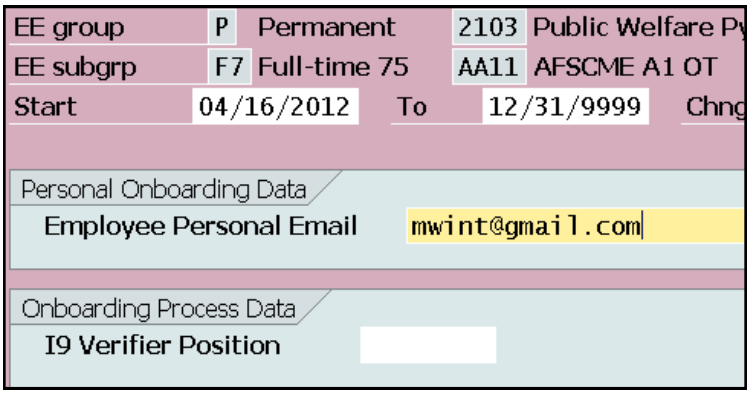
Click Bypass

---

25 INFOTYPE 9009

This screen will be presented at the end of the action. All onboarding information and documentation will be sent to this address. Enter the employee's home email address **carefully** as indicated on the PAR.

The I-9 verifier position defaults to the employee's supervisor's position number, and needs not be changed unless otherwise indicated on the PAR.



Things to Consider:

For the excluded population and 'exception' employees (i.e. Farm Show Workers) BYPASS.

If the rehire is the result of a grievance, BYPASS.

Click here for instructions on deleting Onboarding records.

Click Bypass

OR

Click Enter Save

HRBEN0001

To enroll the employee in retirement and benefits, you will need to use HRBEN0001. Remember, if the employee was enrolled in or elects A4, always re-enroll them in A4. **Note:** Dept of Education employees, do not enroll; submit a CRM ticket to Empl Svcs. **Remember once in SERS always in SERS so if the employee has a footprint in SERS you would enroll them in SERS and not create your CM ticket to Employee Services.**

On the home screen of SAP, under the Benefits folder, double-click **HRBEN0001—Enrollment.**

1

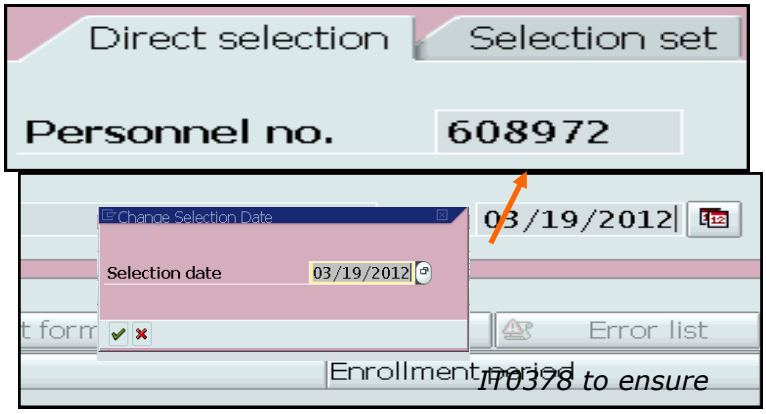
Enter the employee number.

Click on the date change icon.

Change the date to the rehire effective date.

Click ✔

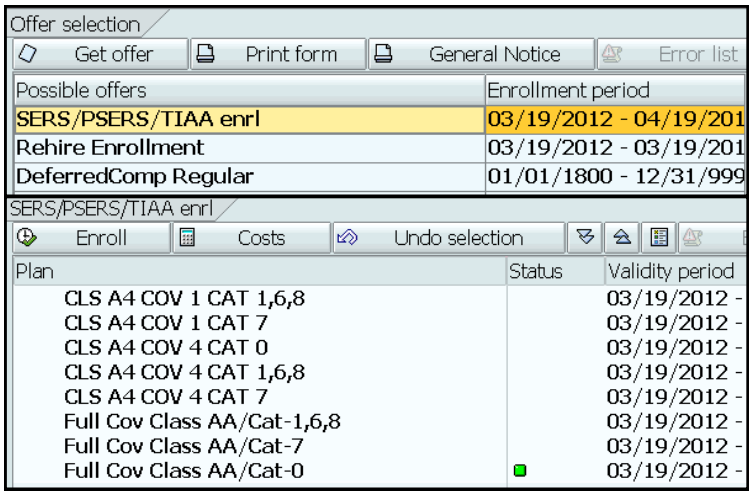
Double-click **SERS/PSERS/TIAA enrl** *(if you don't see this line, go back and check the RETR record was created).*



2

Scroll through the list to find the appropriate retirement class; double-click.

Refer to page 2 for SERS information.



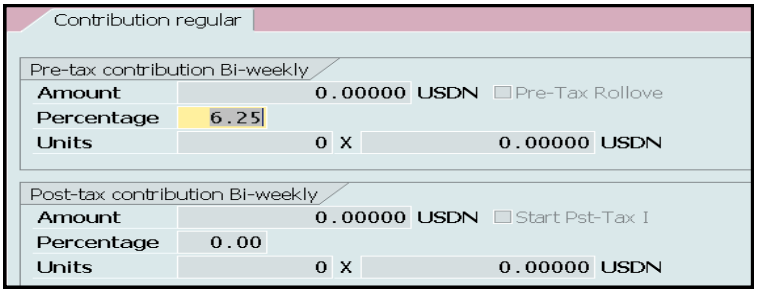
Things to Consider:
All Interns (**except for those receiving college credit for working**) who reach 750 hours worked should be enrolled in SERS.

When enrolling a Rehire/Return from Furlough into SERS they will be enrolled in the same class that they held when they were separated. For example if an employee was hired in Full Cov Class AA and then separated they would need to be enrolled in Full Cov Class AA at time of Rehire. The same would go for CLS A4 and CLS A3.

Enter '6.25' in the **Percentage** field.

3

Click Accept, Enroll, Enroll, Continue

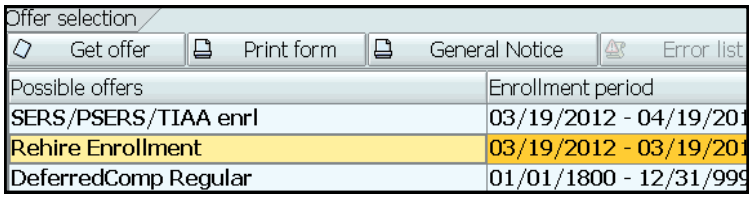


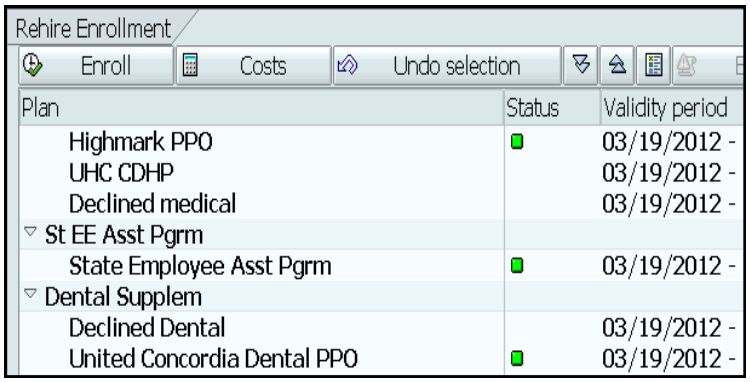
4 The health benefits and SEAP should create in the background during the action; check IT0167. In the event they do not create:

Select **Rehire Enrollment** for benefits *(if you don't see this line, go back and check IT0171 to ensure the Benefits record was created, as well as IT0378 to ensure the RHIR record was created).*

Double-click *Declined Medical*, *Declined Dental and SEAP.*

Click Accept, Accept, Enroll, Continue



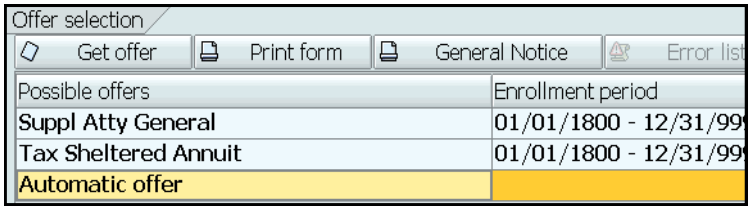


5 The annuitant health and group life insurance should create in the background during the action; check IT0167 and IT0168. In the event they do not create:

Select **Automatic Offer** for group Life Insurance; double-click.

Double-click *Annuitant Health* and *Life Insurance.*

Click Accept, Accept, Enroll, Continue



Post-Transaction—PA20

Be sure to check the following Infotypes to ensure the records were successfully created with the rehire effective date (refer to your Post-Transaction Checklist):

IT0167 (Health Plans)

IT0168 (Insurance Plans)

IT0169 (Savings Plans)

Infotypes processed in the background:

IT0027 (Cost Distribution)

IT0017 (Travel Privileges)

IT0171 (General Benefits Information)

IT0167 (Health Plans)

IT0168 (Insurance Plans)

IT0378 (Benefit Adjustment Reason)

IT0655 (ESS Settings)

Post-Transaction—PA30

There are some Infotypes you may need to go back and update after the action:

Important: Non-permanent EAWs in the Dept of Public Welfare and IIIs in Labor & Industry are only eligible for supplemental benefits, based on hours worked. When transferring into a **permanent** position, their other benefits (medical, annuitant health and life insurance) must be manually created via HRBEN0001. Click here for detailed instructions on enrolling EAWs and IIIs in benefits. This document is also located in the *Agency-Specific Information* folder on the Portal.

INFOTYPE 167

Creation of New Annuitant Health Record for PSCOA EE's (BU H1) Effective 15/16 fiscal year. Make sure that the correct Annuitant Health record creates for PSCOA bargaining unit H1 employee's. The Dependent Coverage and Cost Rule data fields both will reflect EE2, Employee for PSCOA and Employee Only for PSCOA. **Benefits Alert 2015-03**

INFOTYPE 0169

The following employees **should be enrolled in SERS** upon hire:

- Permanent employees
- Non-permanent employees in Personnel Area 21 (DPW)
- Non-permanent employees in Personnel Area 78 (PennDot)
- Intermittent Intake Interviewers (III) in Personnel Area 12 (L&I)
- Temporary Clerical Pool (Org 00813022) with the exception of college students

INFOTYPE 0006, Subtype 5

If the employee has a mailing address, create this record effective the rehire date. **If there is a mailing address on the record but not on the rehire documents, DELIMIT.** The system will pick up any address that is active at the beginning of the pay period, even if it is only for a day. So when an employee is rehired on a Monday or in the middle of a pay period, it is imperative that any old address information be ended on the final day of the previous pay period in order to avoid address errors. Use the current mailing address for the correspondence.

INFOTYPE 0009, Subtype 1

If the employee has an additional bank account, create this record effective the new hire date. DO NOT create this Infotype for employees who are onboarding; they will input the banking information on their own.

INFOTYPE 0021, Subtype 7

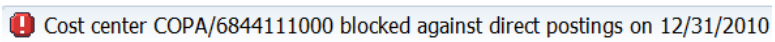
If the employee has emergency contacts, create this record effective the new hire date. If multiple phone numbers are provided for each contact, create a separate record for each phone number. DO NOT create this Infotype for employees who are onboarding; they will input the emergency contacts on their own.

INFOTYPE 0019
Create this record for NCS employees, unless they are management (excluding DOC employees) or DOT seasonal employees. Set the Reminder Date to two months before the Date of Task date.

INFOTYPE 0171, IT0169
For Deputy Wildlife Conservation Officers (Job Code U6100—Formerly Deputy Game Protectors) who are not to be enrolled in SERS, change the 2nd program grouping from **09** to **13**.

INFOTYPE 0027, STY 01
If the employee is rehired into the same business area they were assigned to when the separated, the IT0027, Sty 01 record will be delimited in the background.

If the business area is different than the one they separated from, IT0027, Sty 01 will be presented during the action. Delimit the line with the 12/31/9999 end date by selecting the record and clicking on the *Delimit* button.

If the cost center is blocked from posting, 

you will receive an error. Bypass the record during the action. Via PA30, use the Delimit icon to delimit the record. Enter the rehire date as the delimit date. This will end date the record the day before the rehire date.

If you are unable to delimit the record, please contact the agency HR office to coordinate the unblocking of the cost center with their agency budget staff. Once you have updated the record, please be sure to notify the agency that the update was made and the cost center can be blocked again.

INFOTYPE 0168
For all rehire actions review IT0168 to ensure the amount was updated based on what the EE is making in the new position (annual salary on IT0008). If not you will need to input a salary override by clicking on line containing the incorrect GLI amount, select copy, change end date to 12/31/XXXX (current year) click on Insurance Coverage Tab and in the Salary Override field, enter the new annual salary. Green check and save. Check your work. There should now be two lines of history: one with an end date of 12/31/XXXX with an override and one with 01/01/XXXX to 12/31/9999 without the override. This will need to be done after IT0008 has been unlocked by OA Salary & Time. **Note:** salary overrides are not necessary for employees ages 70 and older. **Note:** If an employee is hired as a permanent part-time EE IT0168 should reflect the full salary from IT0008 because the part time doesn't change GLI because the person is eligible for life insurance as long as he/she is a permanent employee.

Help Desk
If the most recent separation date is **prior to** the Earliest RA Date (located on IT0003), you must create a Help Desk Ticket to Operations, Time Management Unit with the following:

Category: **Time**
Type: **Statute of Limitations - Retro**
Item: **Data Problem/Incorrect Results**

If multiple employees are submitted on the EPAR, please be sure to create a separate help desk ticket for each employee.

Locking Seniority Records

If an employee is rehired into a job in which they previously held, there may still be a job seniority balance on those job records. You will need to zero out the balances for those previous employment periods, transfer them to the new employment period, then lock the old seniority records so the employee's seniority balance is not doubled.

Remember: this does not apply to management positions. Seniority is calculated in days.

To make the necessary updates to Seniority click on the following link to access the seniority action guide.

Seniority

References

Benefits Alert 2012-03

Benefits Alert 2012-08

Benefits Alert 2015-03

Time Alert 2011-07

Management Directive 580.23

Personnel Administration Alert 2011-04

Personnel Administration Alert 2013-06