
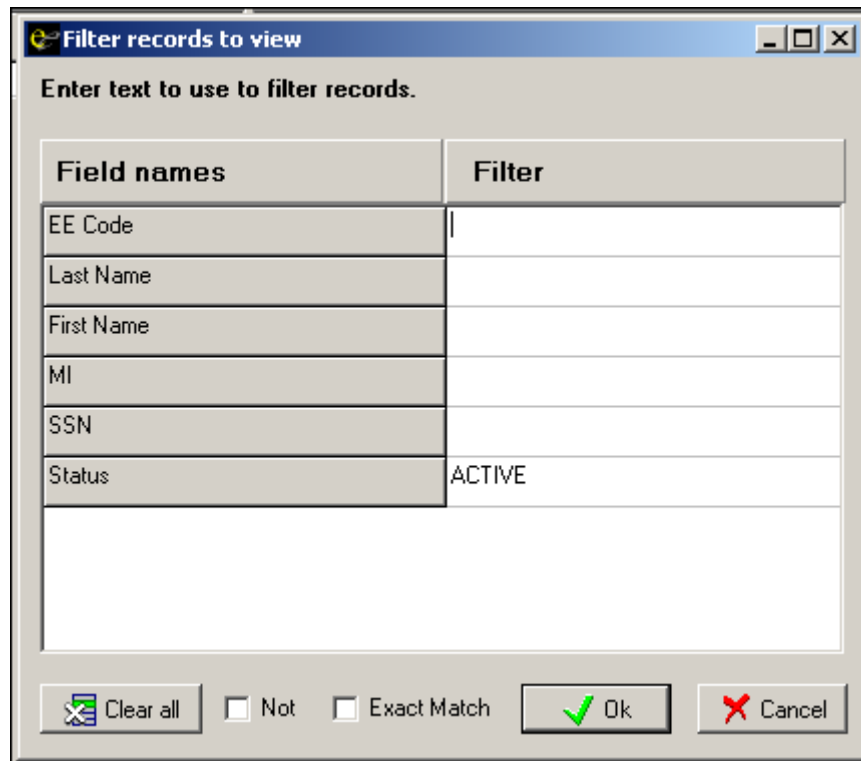




Reactivating a Terminated Employee

To reactivate a terminated employee, go to **Employee-Employee**.

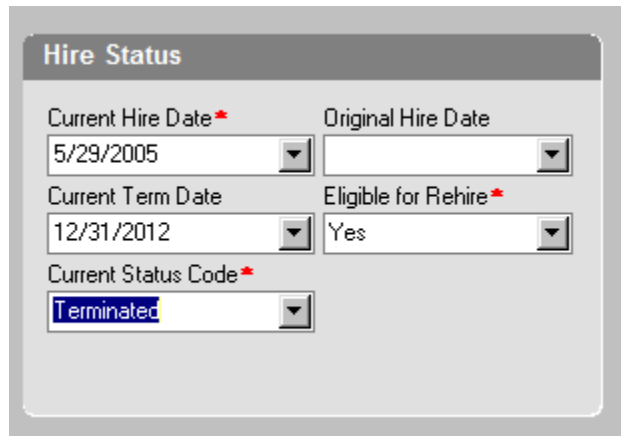
1. While on the **Browse** tab, click on the  button that is located next to the EE Code Heading. This will open the Employee Filter Box.



Field names	Filter
EE Code	
Last Name	
First Name	
MI	
SSN	
Status	ACTIVE

2. You will see in the field marked Status, the word ACTIVE is listed in the filter.
Click on the  button at the bottom and it will remove the ACTIVE from the Status box.
3. Click the  button at the bottom and you will be back on the Browse tab. You will now be able to see all employees regardless of their status.
4. Find the employee in the list and either double click on their name or go to the **EE Entry** tab at the top.
5. Once you are on the **EE Entry** tab, look in the second column and find the field **Current Hire Date**. Enter the employee's Re-Hire date in the Current



- Hire Date field. You can keep the Original Hire Date their original date of hire.
6. Then move down to the **Current Termination Date** and remove the date for this employee.
 7. Now you are ready to change the **Current Status Code**. Using the drop down box, select the new status for the employee.

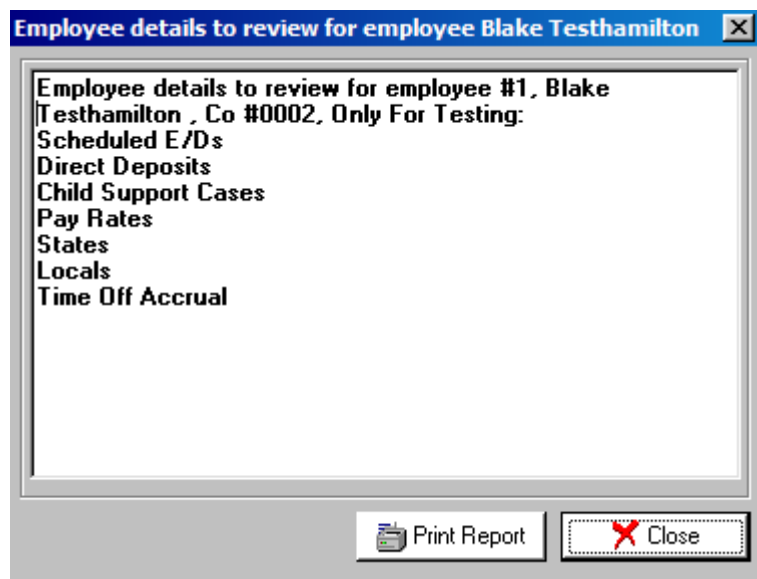
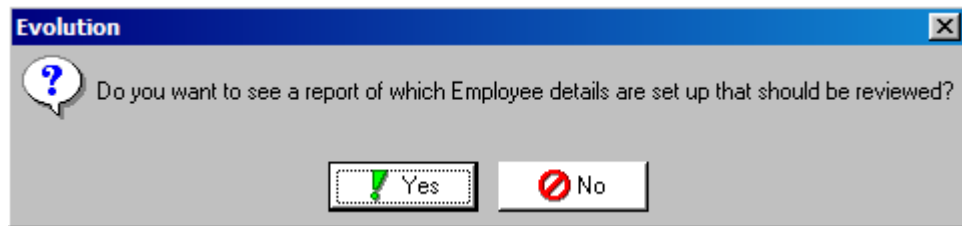
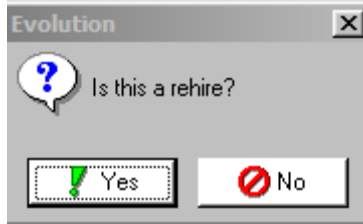


The screenshot shows a form titled "Hire Status" with the following fields:

Current Hire Date *	Original Hire Date
5/29/2005	
Current Term Date	Eligible for Rehire *
12/31/2012	Yes
Current Status Code *	
Terminated	

****Be aware that if you are having the Evolution software calculate Time Off Accruals, changing the Current Hire Date may affect the rate at which the employee accrues. Please refer to the section on Time Off Accruals for details.**

8. **New Hire Report** - Go to the Details Tab and change the New Hire Report Sent field to Pending.
9. Once you have entered all the necessary data, click the Green Check mark  or F10 to save, and the Green stack of coins to commit.  These are located in the top right hand corner of your screen.
10. You will now be asked by the system if this employee is a rehire. Click Yes and you will be prompted to review specific employee data that was previously setup for this employee.



****When reactivating a terminated employee all of their previous settings will also be reactivated. This includes any Scheduled Earnings or Deductions, Direct Deposits, Time Off Accrual, etc. Make sure you completely review the entire employee set up to make sure that the system is current.**