Hire/Rehire Checklist

- Position Data – Prior to hiring the EE in job data, ensure the position is accurate including job code, working title, dept. ID, location code, reports to number, standard hours, pool ID, FTE, state, county, and supervisor status (S or N).
- Personal Data – Verify all information entered is correct. This includes legal name*, date of birth*, social security number*, gender*, employee address*, phone number, email address, education level, marital status, ethnic group, and military status. * are required fields
- Job Data – Verify all information is entered accurately. This includes effective date, action/reason codes, position number, tax location code, holiday schedule, step (if CLA, WS, or JDG salary plan), comp rate, schedule effective date (must match hire/rehire date), schedule ID, employment status (if CLA, WS, or JDG salary plan), Probation End Date (if applicable), date next increase (if applicable), Annual Benefits Base Rate (ABBR), BAS Group ID, Elig Fld 1, Elig Fld 2, and benefit program participation details (must match hire/rehire date).
  - For rehires, length of service will need to be adjusted. KAR 1-2-46
  - For rehires, leftover sick leave hours need to be reviewed and may need to be removed (KAR 1-9-5). Any leftover shared leave or D-Day hours (see Discretionary Holiday Policy) will need to be removed.
- Time Reporter Data – Effective date must match hire/rehire date, make status active, enter elapsed time template, workgroup and taskgroup. Interface agencies will enter TCD Group.
- General Deductions – WCI**XYZ** and STLEAV are required for every EE, benefit eligible and non benefit eligible. Effective Date must match hire/rehire date.
  - EE may have previously been enrolled in parking, LearningQuest, child life insurance, garnishment, United Way, 457 deferred comp loan, or union dues. If any are still active, ask appropriate entities prior to entering termination rows using the first day of the pay period following when the EE left their previous position.
- Retirement Plans – Agency will enter EE data into the KPERS portal which will detail the KPERS plan or Working After Retirement (WAR) plan that needs to be entered in SHARP, if applicable. Effective Date must match hire/rehire date.
  - For rehires, if retirement and/or Group Term Life (GTL) plans were not terminated by the previous agency upon termination, your agency will need to term the plans using the first day of the pay period following the termination date of their last benefit eligible position. This needs to be done, even if the EE will be re-enrolled in the same plans upon rehire.
- Review savings plans page for active KPERS buybacks, active deferred comp enrollment, or legislative retirement plans. Do not enter termination rows, contact appropriate entities.
- Enter tax data based on EE's W-4 and K-4. Or, EE can update through ESSC.
  - Tax distribution page may need to be updated; contact payroll for questions.
- Enter direct deposit.
- Enter emergency contact information if agency participates.
- Enter driver's license information if agency tracks that data.
- Enroll EE in MAP (Group Health Insurance portal) for those benefit eligible EEs.
- Create timesheet by defaulting in work schedule for those EEs that do not have a blank work schedule.