

1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.

Note: The prerequisite for rehiring an employee is that an existing employment record for that individual exists. If a record doesn't exist, this procedure will not work as intended.

The screenshot displays the Connect MSS dashboard interface. At the top left is the 'Connect' logo. Below it, a greeting reads 'Good afternoon, Arya Stark!'. A navigation bar contains several menu items: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', 'Service', and 'Knowledge'. The 'My Team' item is highlighted with a red box. Below the navigation bar, there are two columns of icons: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' column includes 'Change Manager', 'Seniority Dates', 'Transfer', 'Employment Contracts', 'Employee Summary', 'Promote', 'Employment Info', and 'Add Assignment'. The 'APPS' column includes 'My Team', 'Onboarding', 'Hiring', 'Performance Overview', 'Career Overview', 'Performance', 'Talent Review', 'Learning', 'Users and Roles', 'New Person', 'Workforce Compensation', 'Workforce Modeling', 'Workforce Predictions', and 'Personal Brand'. A red arrow points from the 'My Team' menu item to the 'My Team' app icon. At the bottom left, a 'Show More' button is highlighted with a red box.

3. Scroll down the page until you see the **New Person** section and click on the **Hire an Employee** task.

New Person

-  Hire an Employee
-  Add a Pending Worker
-  Add a Contingent Worker
-  Pending Workers
-  Add a Nonworker

4. First, fill out the **When and Why** section. All required fields will be marked with an **asterisk**. When complete, click **Continue**.

1 When and Why

*When is the employee hire date?

*Legal Employer

*What's the way to hire an employee?

Why are you hiring an employee?

[Continue](#)

5. In the **Personal Details** section, fill in at least the **Last Name** and **First Name** fields. After filling out any necessary fields, click continue.

2 Personal Details

Person Number
Generated automatically

Prefix

*Last Name

*First Name

Gender
Select a value

National Identifiers

Country
United States

Middle Name

Suffix

Preferred Name

Date of Birth
m/d/yyyy

National ID Type
Select a value

+ Add

Continue

6. A new section should appear below the original one in the **Personal Details** section. This new section called **Potential Matches** will show matches to currently existing records. Since this is a rehire, select one of the matches.

Note: If there is more than one record, then you can use the **arrow** located on the right of the tile to view more information about the employment record. This information will assist in verifying the correct rehire.

2 Personal Details

Person Number
Generated automatically

Prefix

***Last Name**

***First Name**

Gender

Middle Name

Suffix

Preferred Name

Date of Birth

National Identifiers

Country

National ID Type

⚠ If one of these people is the person you're adding, select the person. Else select no match. (PER-1532260)

Potential Matches

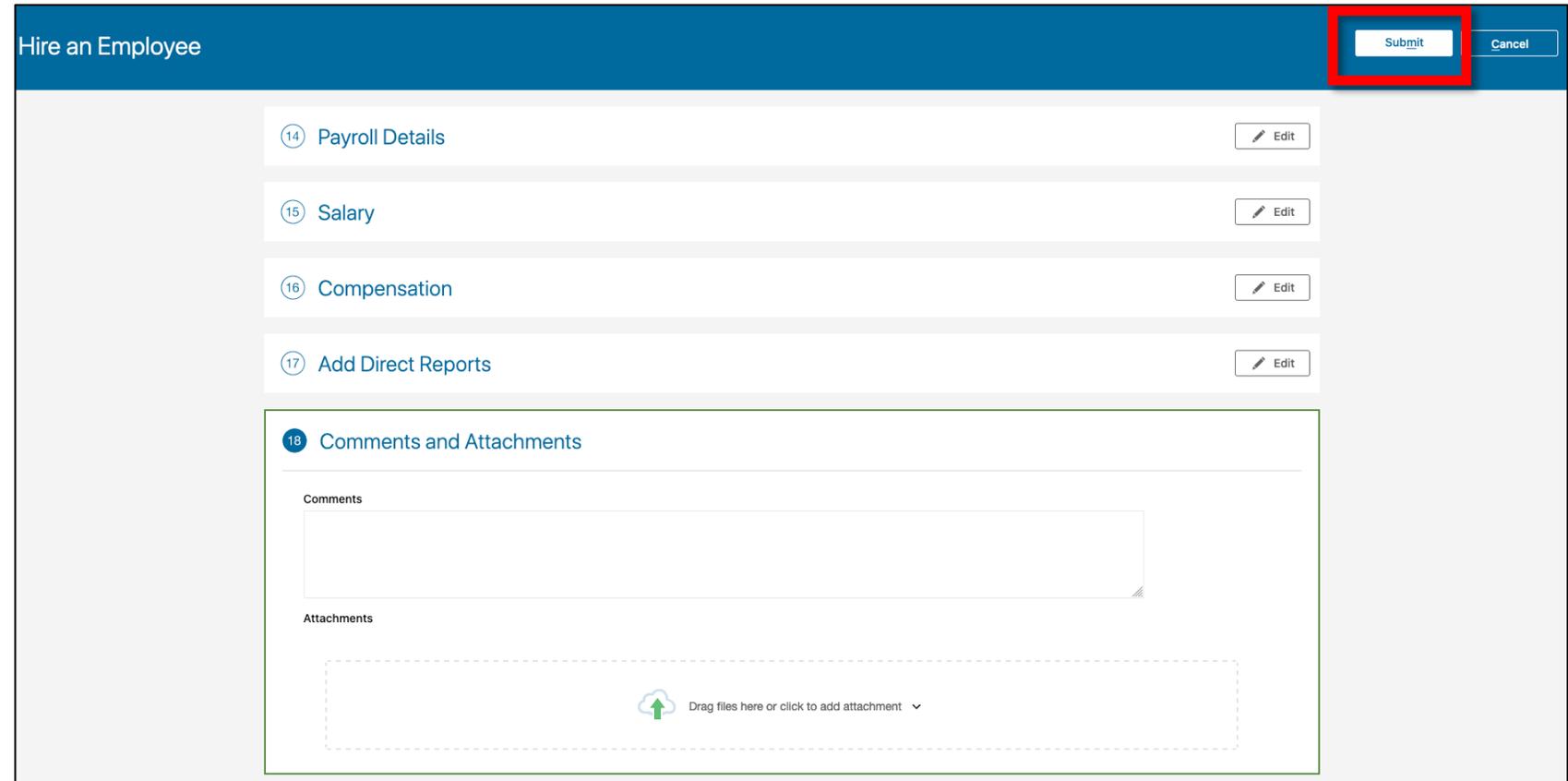
No match, add person

Person Name
Rob Stark

Business Title
REGISTERED DIETITIAN SR

7. The remaining steps are to update the rest of the fields within the remaining sections. In addition to the first two sections, sections with required fields include **Employment Details (11)** and **Salary (15)**. When complete with all required information, click **Submit** and the rehire process will be initiated.

End of Procedure



The screenshot displays the 'Hire an Employee' form interface. The top navigation bar is blue and contains the title 'Hire an Employee' on the left and two buttons, 'Submit' and 'Cancel', on the right. The 'Submit' button is highlighted with a red rectangular box. Below the navigation bar, the form is organized into several sections, each with a numbered step indicator and an 'Edit' button:

- Step 14: Payroll Details
- Step 15: Salary
- Step 16: Compensation
- Step 17: Add Direct Reports
- Step 18: Comments and Attachments

The 'Comments and Attachments' section (Step 18) is currently active and contains a text area for 'Comments' and a dashed box for 'Attachments' with a green upload icon and the text 'Drag files here or click to add attachment'.