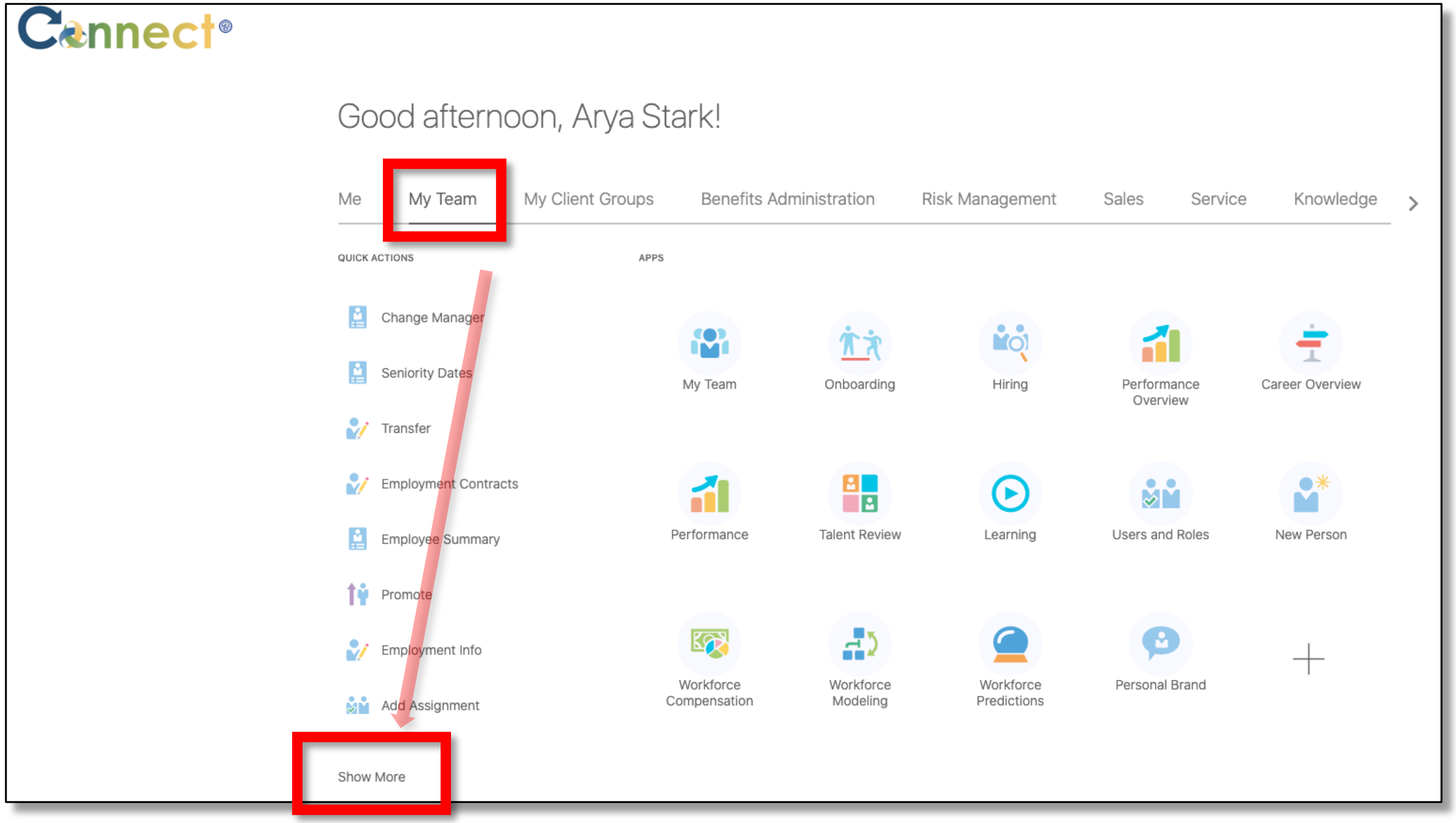
MSS – Rehiring My Team Member

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.



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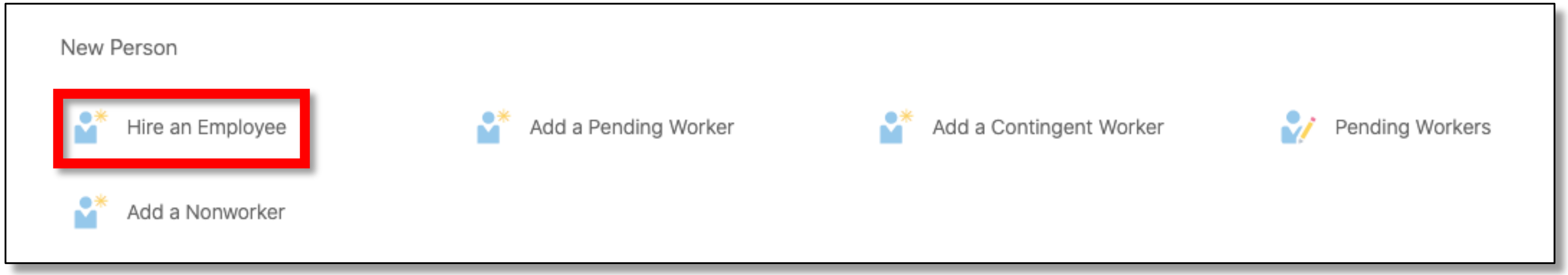
3. Scroll down the page until you see the **New Person** section and click on the **Hire an Employee** task.



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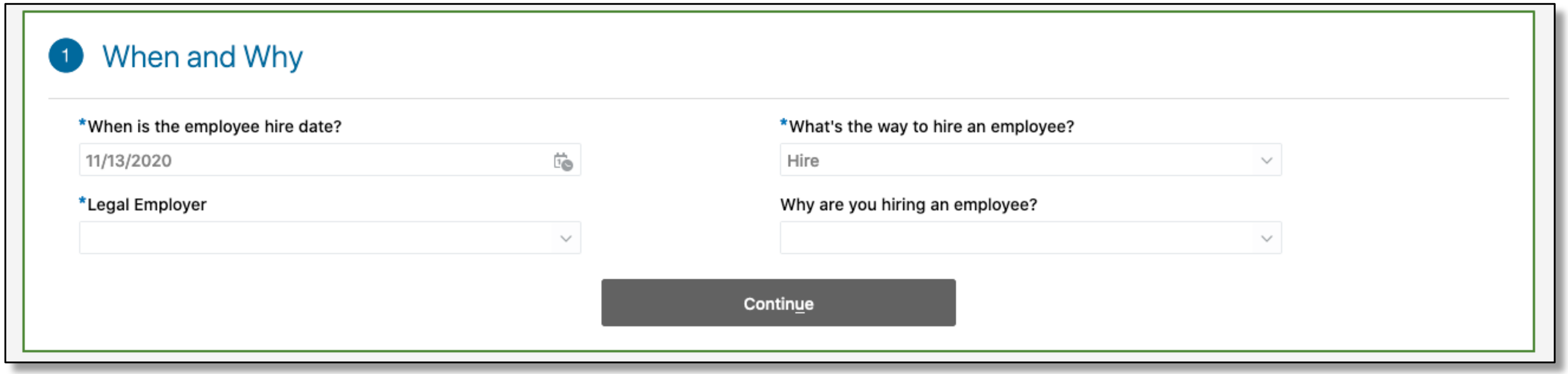
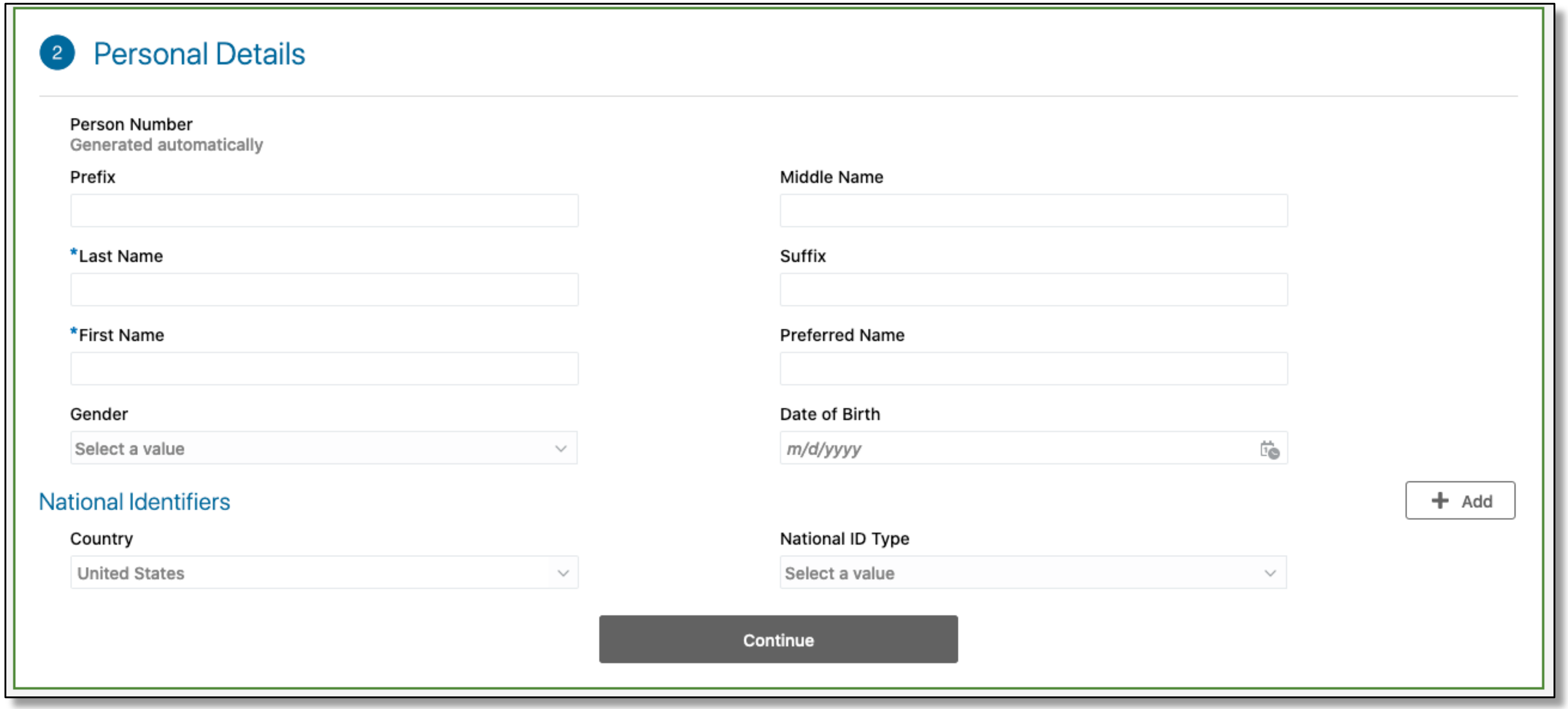
4. First, fill out the **When and Why** section. All required fields will be marked with an **asterisk**. When complete, click **Continue**.

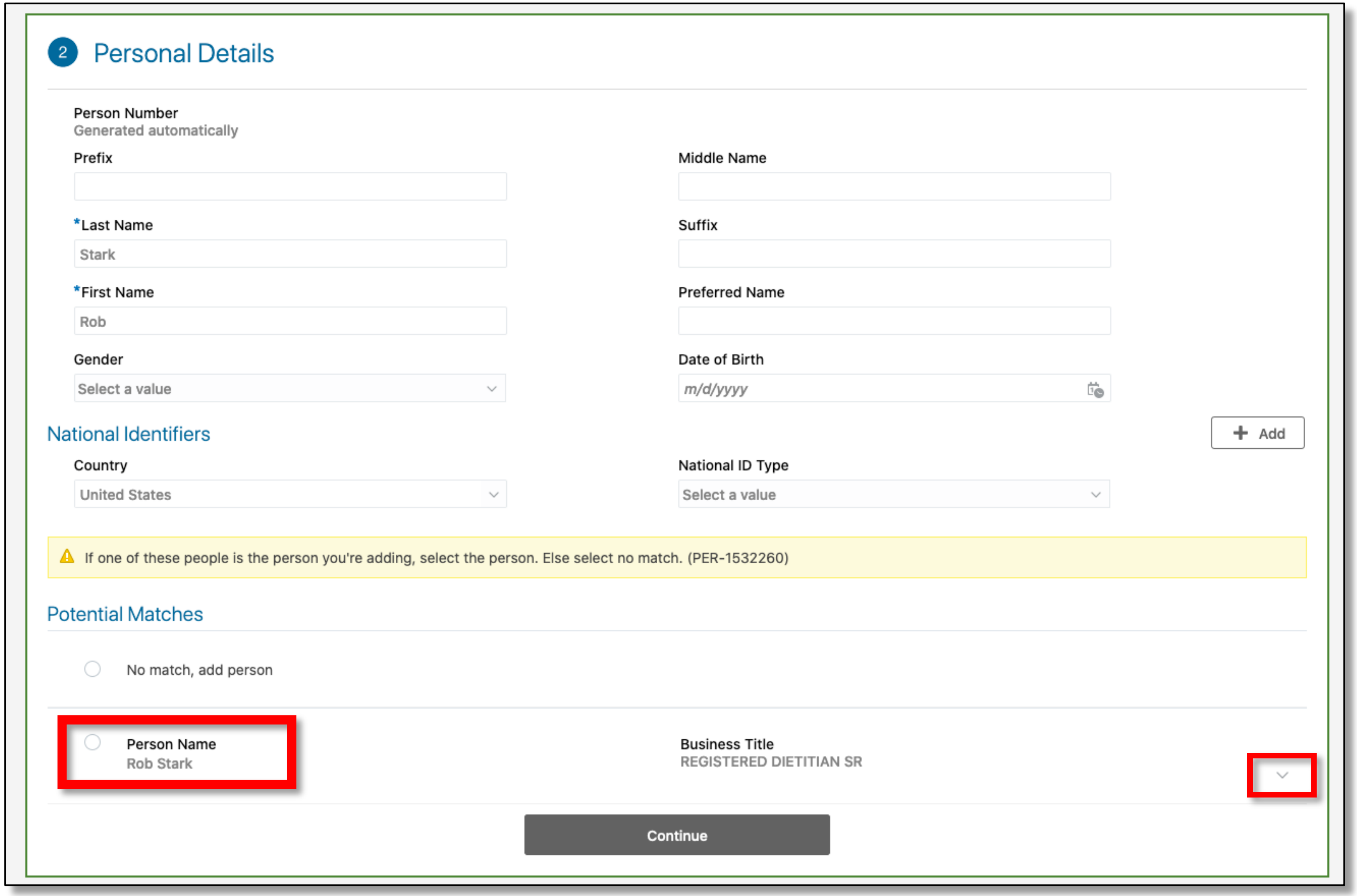


5. In the **Personal Details** section, fill in at least the **Last Name** and **First Name** fields. After filling out any necessary fields, click continue.



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.



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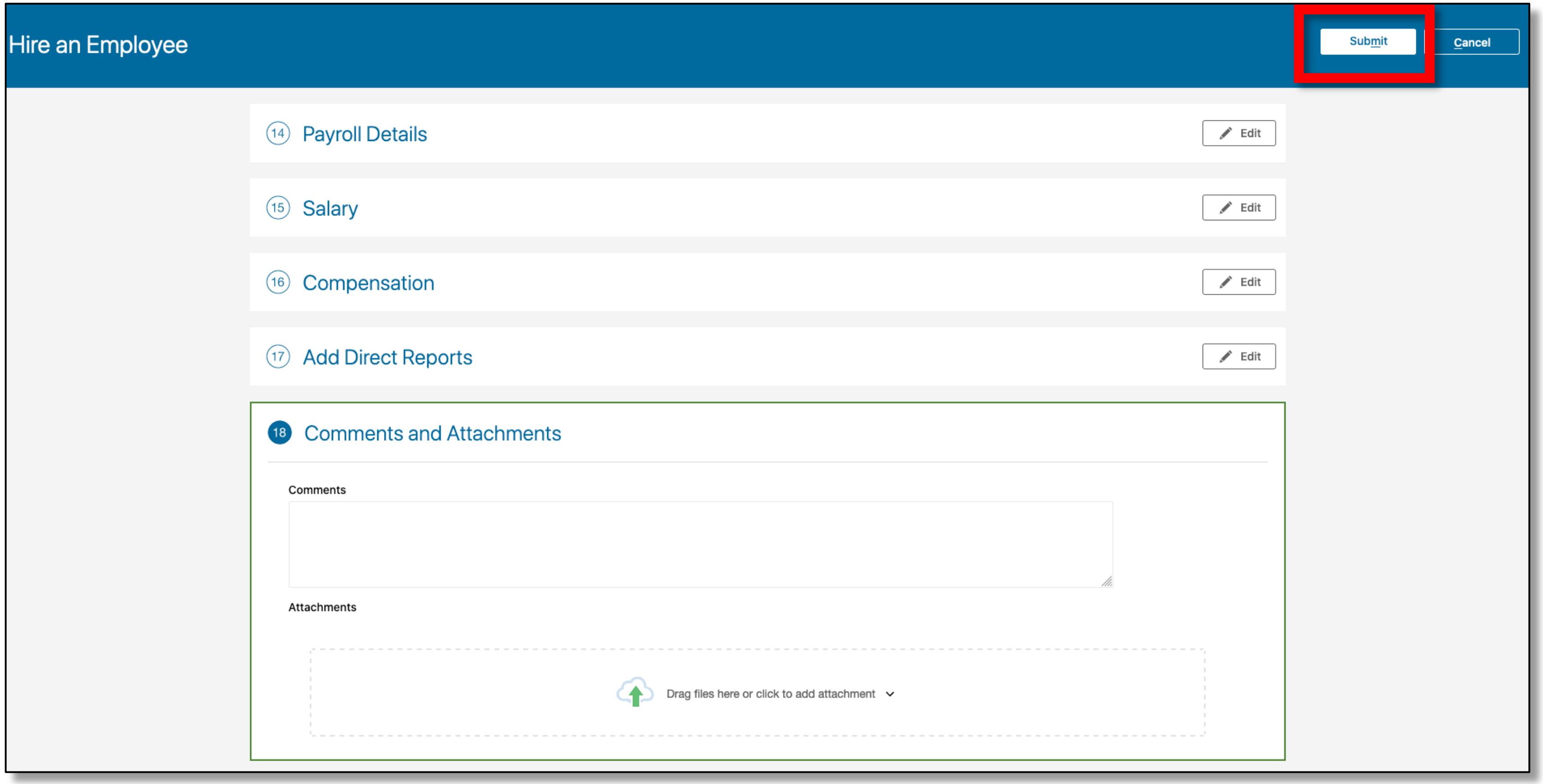
7. The remaining steps are to update the rest of the fields within the remaining sections. In addition to the first two sections, sections with required fields include **Employment Details (11) and Salary (15)**. When complete with all required information, click **Submit** and the rehire process will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



End of Procedure