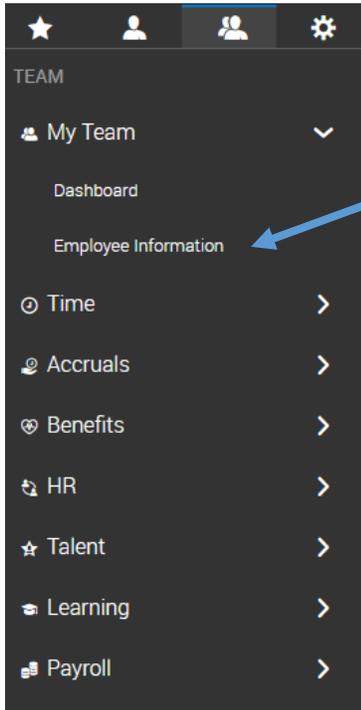
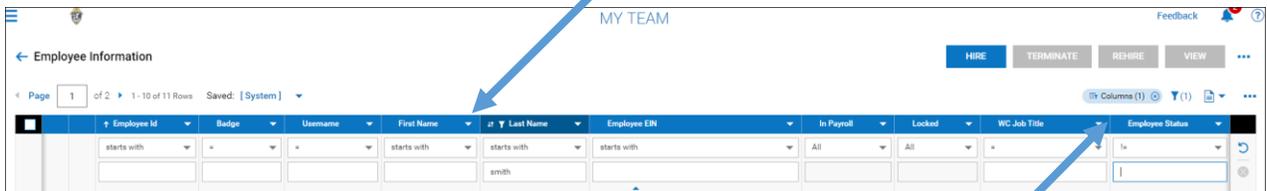


# CENTRALLY HR (CHR) HIRING PROCESS – REHIRING FROM A TERMINATED RECORD

Login to Centrally HR (CHR) and go to My Teams



1. Go to *Employee Information*.

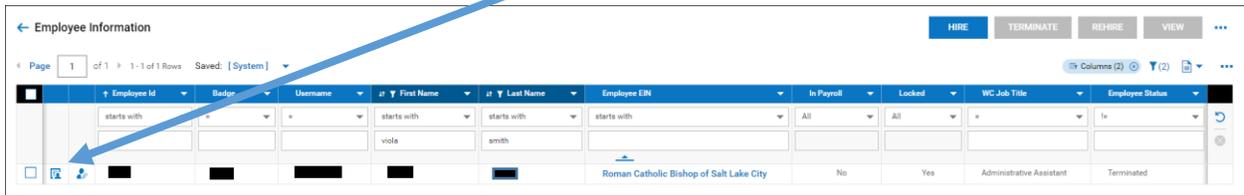


2. Type *employee First and Last Name*.

3. Make sure *Employee Status* is blank.

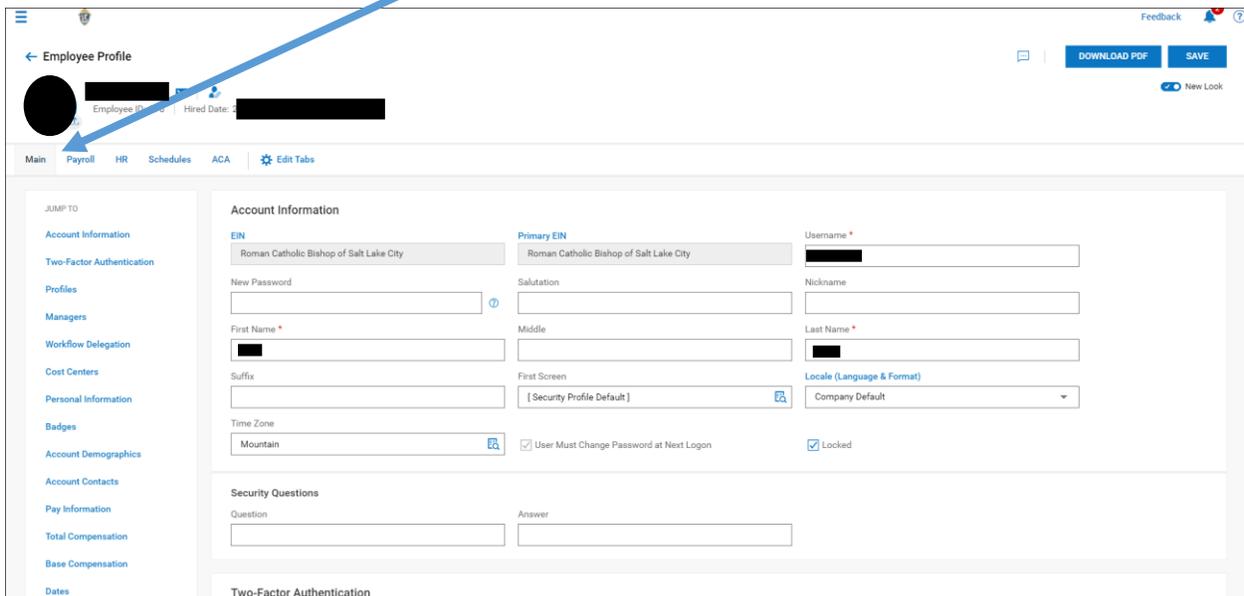
# CENTRALLY HR (CHR) HIRING PROCESS – REHIRING FROM A TERMINATED RECORD

4. Click on Employee Information Icon.



	Employee Id	Badge	Username	First Name	Last Name	Employee EIN	In Payroll	Locked	WC Job Title	Employee Status
	starts with			starts with	starts with	starts with	All	All		1*
			viol*	smith						
						Roman Catholic Bishop of Salt Lake City	No	Yes	Administrative Assistant	Terminated

5. On the Main Tab, go through each section and update as necessary – Managers, Cost Centers, Pay Information, etc.



Employee Profile

Employee ID: [Redacted] | Hired Date: [Redacted]

DOWNLOAD PDF | SAVE | New Lock

Main | Payroll | HR | Schedules | ACA | Edit Tabs

JUMP TO

- Account Information
- Two-Factor Authentication
- Profiles
- Managers
- Workflow Delegation
- Cost Centers
- Personal Information
- Badges
- Account Demographics
- Account Contacts
- Pay Information
- Total Compensation
- Base Compensation
- Dates

Account Information

EIN: Roman Catholic Bishop of Salt Lake City | Primary EIN: Roman Catholic Bishop of Salt Lake City | Username: [Redacted]

New Password: [Redacted] | Salutation: [Redacted] | Nickname: [Redacted]

First Name: [Redacted] | Middle: [Redacted] | Last Name: [Redacted]

Suffix: [Redacted] | First Screen: [Security Profile Default] | Locale (Language & Format): Company Default

Time Zone: Mountain |  User Must Change Password at Next Logon |  Locked

Security Questions

Question: [Redacted] | Answer: [Redacted]

Two-Factor Authentication

# CENTRALLY HR (CHR) HIRING PROCESS – REHIRING FROM A TERMINATED RECORD

6. On the Base Compensation, click on Add.

The screenshot shows the 'Base Compensation' section of a web application. At the top, there is a warning: 'Rates must be reapplied for changes to take place retroactively. Reapply Rates'. Below this, the 'Current Compensation' is displayed with fields for Annual (\$42,412.50 / 1950.00hrs), Pay Period (\$1,631.25 / 75.00hrs), Hourly (\$21.75000), and an 'Add' button. A table below shows compensation history with columns: Effective From, Annual \$, % Change, Amount \$, Hours, PP, Amount Earning Autopay, Autopay Type, Notes, and Actions. The table has three rows of data. At the bottom of the table, there is another 'Add' button. A blue arrow points from this 'Add' button to the instruction box above.

7. Complete all information below.

The screenshot shows the 'Add New Base Compensation' form. It contains several input fields and dropdown menus: 'Effective From \*' (09/22/2020), 'Amount \*' (300.00000) with a '\$' symbol, 'Per' (PP), 'Hours' (0.00) with a clock icon, 'Per' (Year), 'PP in Year \*' (24), 'Amount Earning Autopay' (Salary), and 'Autopay Type' (Both). At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'. A blue arrow points from the 'SAVE' button to the instruction box below.

8. Click Save.

# CENTRALLY HR (CHR) HIRING PROCESS – REHIRING FROM A TERMINATED RECORD

**Dates**

Employee Age	76	Employment Length	27 Years, 11 Months	Years Of Service	27 Years, 11 Months
Termination Length	1 Month, 1 Day				

Hired \*  Started \*  Review

Birthdate  Seniority  Re-Hired

Benefits  Deceased  Retired

Frozen Benefit  Retirement Plan  Terminated

08/21/2020

**REHIRE**

9. On the Dates section, click on the Rehire button.

Started \*  Review

**Rehire Employee** [X]

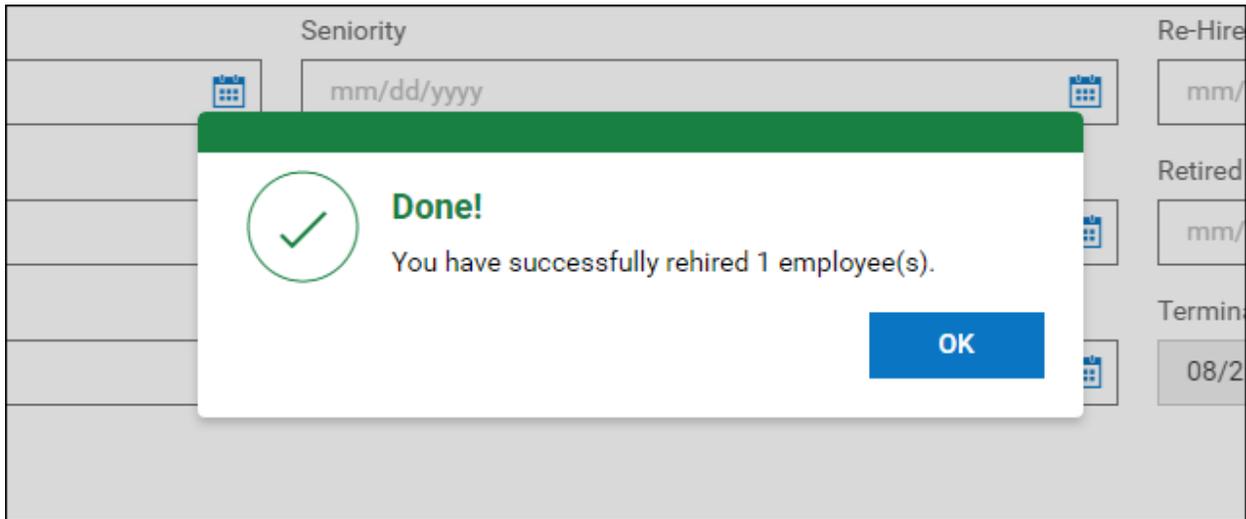
**i** You are about to rehire 1 employee(s). You can continue to edit their profiles after rehire.

Date Of Rehire \*

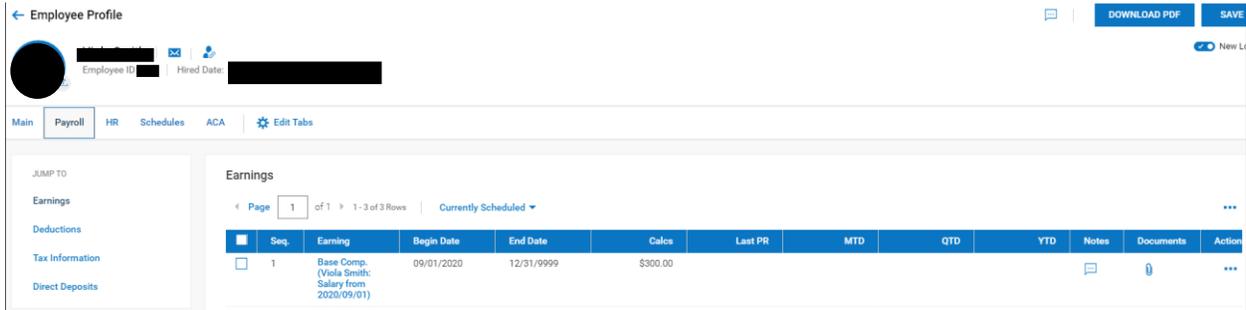
10. Enter Effective date.

11. Click Save.

# CENTRALLY HR (CHR) HIRING PROCESS – REHIRING FROM A TERMINATED RECORD



12. Make sure to go through the Payroll Tab and HR tab to update/revise all information needed.



13. Make sure to go through the Payroll Tab and HR tab to update/revise all information needed.

