Rehire Same Position/Hourly - RHIRSH
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- Follow steps to log onto Leo-Online and Originate an EPAF

**NOTE:** After selecting the approval category, click Go to start the rehire process.

**NOTE:** Enter query date as the effective date of rehire if EPAF is being completed before the actual start date OR first day of current pay period. Start date must be the 1st or 16th.
Rehire Same Position/Hourly - RHIRSH

New EPAF Job Selection

ID: [enter your ID]
Query Date: Dec 01, 2013
Approval Category: Rehire same position/hourly, RHIRSH

Rehire same position - NBAJOBS, RHIREC

<table>
<thead>
<tr>
<th>Search</th>
<th>Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Job</td>
<td></td>
<td>HR2515</td>
<td>00</td>
<td>ADMIN &amp; OFFICE SPECIALIST III</td>
<td>AL00, DEAN A&amp;L COMMONWEALTH ACC</td>
<td>Aug 01, 2013</td>
<td>Oct 15, 2013</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Click All Jobs
2. Select button for position to rehire
3. Click Go (Electronic Personnel Action Form appears)
Rehire Same Position/Hourly - RHIRSH

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID:  
Transaction:  
Query Date:  Apr 01, 2015  
Transaction Status:  Last Paid Date:  Feb 15, 2015  
Approval Category:  Rehire Same Position/Hourly, RHIRSH  

Jump to Bottom

* - indicates a required field.

PEAEMPL same position/hourly

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status:</td>
<td>*(Not Enterable) Active</td>
<td>A</td>
</tr>
<tr>
<td>Employee Class Code:</td>
<td>HR, Hourly (Wage) Employees</td>
<td>HR</td>
</tr>
<tr>
<td>Budget Code:</td>
<td>1AL00, DEAN A&amp;L COMMONWEALTH ACC</td>
<td></td>
</tr>
<tr>
<td>Budget Code:</td>
<td>1AL00, DEAN A&amp;L COMMONWEALTH ACC</td>
<td></td>
</tr>
<tr>
<td>VP Area:</td>
<td>AL, College of Arts and Letters</td>
<td></td>
</tr>
<tr>
<td>Current Hire Date:</td>
<td>03/18/2013</td>
<td></td>
</tr>
<tr>
<td>Original Hire Date:</td>
<td>08/01/2013</td>
<td></td>
</tr>
<tr>
<td>Adjusted Serv. Date:</td>
<td>08/01/2013</td>
<td></td>
</tr>
<tr>
<td>Seniority Date:</td>
<td>08/01/2013</td>
<td></td>
</tr>
</tbody>
</table>

Employee Status “A” will default Employee Class enter “HR”
Enter the budget codes if this position is primary
Click down arrow to select VP area.

NOTE: Do not change these dates if employee is currently ACTIVE. Only change the dates for Current Hire, Original Hire, Adjusted Service, & Seniority if the employee is terminated when you rehire.
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If Primary job is active. All other jobs must be secondary
Effective date of rehire on previous screen will default
1st date of employment/start date
Job Status “A”, Job Change Reason “REHIRE”, and Step “0” will default
Enter hourly rate
Enter the budget code that belongs to the position
Enter the Web-Time Entry Approvers UIN

NOTE: If you choose the incorrect Contract Type, you will receive an error message when submitting.

NOTE: Effective dates will populate from query date
Rehire Same Position/Hourly - RHIRSH

Routing Queue

Select dept. (approver) & Human Resources level by clicking the magnifier

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - (DEPT) Department</td>
<td>CHOLLAND</td>
<td>Approve</td>
</tr>
<tr>
<td>80 - (HRV) Human Resources Review</td>
<td>PHARRIS</td>
<td>Approve</td>
</tr>
<tr>
<td>90 - (HR) Human Resources</td>
<td>AMGUIRE</td>
<td>Apply</td>
</tr>
<tr>
<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

NOTE: If routing queue has not been set up, select an approver for department level and apply for Human Resources

Enter a comment regarding rehire if necessary.

Click Save

NOTE: If routing queue has not been set up, select an approver for department level and apply for Human Resources
Rehire Same Position/Hourly - RHIRSH

Electronic Personnel Action Form

- Your change was saved successfully.
- Enter the information for the EPAF and either Save or Submit

**Name and ID:** [Enter Name and ID]

**Job and Suffix:** HR2515-00, ADMIN & OFFICE SPECIALIST III

**Transaction:** 10155

**Transaction Status:** Waiting

**Query Date:** Dec 01, 2013

**Last Paid Date:** Oct 15, 2013

**Approval Category:** Rehire same position/hourly, RHIRSH

- Save
- Submit
- Delete

Select submit to finish if change was saved successfully.

**NOTE:** If your change did not Save or Submit successfully there will be an error message in red with details. Ignore ALL warning messages.
Your transaction has been successfully submitted.
Transaction status will be pending.

**NOTE**: If transaction status is waiting, transaction was not successfully submitted.

**NOTE**: If your change did not Save or Submit successfully there will be an error message in red with details. Ignore ALL warning messages.