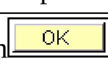
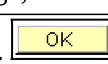
# ReHire

This demonstration will show you how to process a ReHire in the Competitive Service. When you are hiring employees, you must enter essential employee data including personal, employment, job and benefit-related data. The system assigns the employee ID number after you have entered all the required data and saved the record.

**Before you start the hire process you must have a vacant position with an effective date prior to the effective date of the PAR.** You also need to have the employee's application for personal data, address and bank data, veteran information if applicable, education and benefit data. For further assistance use OPM's Guide to Processing Personnel Actions, Chapter 9, Career and Career-Conditional Appointments in the Competitive Service which assists federal agencies in the preparation and documentation of personnel actions. The Guide available on this site (http://www.opm.gov/feddata/gppa/gppa.asp) is the most current. To move from Field to Field the user should use the tab button or click in the field using the mouse. If you tab to the next field you may have to click on the Skip button to advance the Topic box.

| Step | Action |
|---|---|
| 1. | Click on Worklist in Menu (or use shortcut and click on Worklist in the upper right hand corner of the screen then go to step 3). |
| 2. | Click on Worklist |
| 3. | Using Work List Filter, select "**Manager Requested PAR**". This will display only those types of PAR requests initiated by a manager and did not require higher level approval. |
| 4. | Locate your assigned manager column. The names can be sorted in alphabetical order by clicking on the word "From". |
| 5. | Locate the request in the **Link** column for ReHire. |
| 6. | Click the Link. This will display the PAR action screen with some fields auto-populated. |
| 7. | **Effective date:** Effective date will default to beginning of pay period in which the Proposed Effective Date falls within. Verify date to proposed effective date. Change if necessary.**PAR Status:** Click on Look Up button and select "**PRO**". This code will highlight required fields and ready the action for NFC when saved. |
| 8. | **PAR Status:** Click on Look Up button and select "**PRO**". This code will highlight required fields and ready the action for NFC when saved. |
| 9. | **Auth Date**: Change if necessary. |
| 10. | **Action, Reason Code, and NOA** code is sometime auto-populated based on action requested. If not, you select the the NOA by clicking on the look up button. Select the appropriate NOA such Reinstatement-Career. |
| 11. | **Authority (1)**: Will auto-populate if there is only one appropriate authority code for the NOA. Click on the Look up button and select the appropriate code. Select "**KQW**". Press **[Tab]**. |
| 12. | At the bottom of the page, click on PAR Remarks. |
| 13. | Complete the remarks. If more remarks are needed, click on the + to get a blank remark section; select another remark by clicking on the look up bottom or type in your own remark. If typing in your own remark, press tab and then complete the remark code as indicated. |
| 14. | Click the **Ok (Enter)** button   after all remarks are entered. |
| 15. | Click on **Personal Data** tab. At the bottom of the page, click on the address info. link. |
| 16. | Enter address as appropriate then click on **OK** button.   |
| 17. | Click on the **Job** tab. |
| 18. | Click on the Losing/Gaining Dept look up button. See the Guide to Processing Personnel Actions manual. Enter the desired information into the **Losing/Gaining Dept.** field. Enter 1B for Unknown. |

| Step | Action |
|---|---|
| 19. | Click on **Employment 1** tab. |
| 20. | Change SCDs for leave, retirement, RIF, and/or WGI as appropriate. |
| 21. | Click the **Save** button. |
| 22. | Click the **OK** button. Write down the employee's EmplID. |
| 23. | Click the **OK** button. |
| 24. | You have successfully completed a ReHire.<br>**Next step is to create an Operator ID (Oprid) for the employee you just hired and generate the Employee/Manager checklist.** |

# Create Operator ID (Oprid)

This module will demonstrate how to create an Oprid (Operator ID). This function generates a password for employee's use in logging in to EmpowHR. For new hires, the Oprid must be created before a checklist can be generated.

| Step | Action |
|---|---|
| 1. | Click the **PAR Processing** link. |
| 2. | Click the **Create New Oprid** link. |
| 3. | You may enter the employee's ID or click the search, that will bring up a list of employees who have not been assigned an Operator/User ID and Password. |
| 4. | Click the **Search** button. |
| 5. | Click on the name of the employee you hired. |
| 6. | Enter the desired information into the **Email ID** field. Enter your own email address. |
| 7. | Click the **Save** button. |
| 8. | HRIS generates the Password. (write down the password here: ) |
| 9. | Click the **Return to Search** button or another menu option. |
| 10. | You have successfully created a new Oprid.<br>**Next step is to generate the Employee and Manager Checklist for a ReHire.** |

# Generate Checklist

Checklists have been developed to aid the Employee, Manager, and HR Specialist in identifying the various forms and tasks that must be completed for various appointment and separation actions.

| Step | Action |
|---|---|
| 1 | Click the **PAR Processing** link. |
| 2 | Click the **HR Processing** link. |
| 3 | You may enter the employee's ID, SSN, or Name on which to search. |
| 4 | Click the **Search** button. |
| 5 | Click on the name of the employee you hired. |
| 6 | The ReHire PAR Action should display.  Click on the last tab on the page "**Checklist Generation**" |
| 7 | **Checklist Type**:  Click on the Lookup button for list of options. |
| 8 | Select "**03 - ReHire**" |
| 9 | **Action Date**:  Enter effective date of action. |
| 10 | Click the **Save** button. |
| 11 | Click the **OK** button. |
| 12 | You have successfully completed a ReHire.<br>**End of Procedure.** |