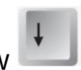
Human Capital Management: Captivate Training Guide

Rehiring an Employee

This guide describes the steps to follow while completing the Training and Assessment simulations for HCM. This guide mirrors the steps you will perform in the simulation.

Captivate Task:	Rehire an employee using the Transaction Launch Page.
Before You Begin:	• Turn off pop-up blockers. • After typing in a field, press the down arrow . Our simulations do not allow you to press Enter. Pressing the down arrow saves your data entry in a field and lets you continue with the simulation. • When instructed to scroll, click the scroll bar area. You cannot use the mouse wheel to move up and down simulated pages.

Taking the Training Simulation and Assessment

No.	Step	Values
1	From HCM Community Users dashboard, click **Transaction Launch Page**. This page is also available from Pay Actions and Non-Pay Actions.	
2	Type **Last Name**.	Fennell
3	From Search Option list, select **Hire/Rehire/Additional Job**.	
4	Click **Search**. ATS Applicants and HCM Data listings display results of the search.	
5	Select the checkbox that has a Template Action of Rehire for the person you want to rehire. If the employee has more than one terminated employment record, select **Empl Record 0**.	Fennell, Rory
6	Scroll down and click **Submit**. Message displays: Is this a contract employee?	
7	Click **No**. The Enter Transaction Details page appears. The Empl ID field displays the former employee ID and is not editable.	
8	Select a **Job Effective Date**. This is the Hire Date. The default is today's date.	November 1
9	From Reason Code select **Rehire**.	

No.	Step	Values
10	Click **Continue**. The Enter Transaction Information page appears. The Personal Data tab displays information from the employee's former employment record.	
11	Notice that required fields are populated. (Gender, Highest Ed, Marital Status, National ID)	
12	In Comments section, type **Job Notes**. On approval, these comments populate Job Notes in Job Data.	Rehire
13	Click **Add Attachment**.	
14	In the **Attachment Title** field, type a name for this document.	Offer letter
15	Click **Add** (paperclip).	
16	Click **Choose File**.	
17	Select a file and click **Open**.	
18	Click **Upload**. File information displays.	
19	Scroll up and click the **Pos and Job Infor** tab.	
20	In Work Location – Position Data section, click the **Position Number** lookup, search for and select the position. Default information from Position populates data fields. Notice: • Officer code defaults to None. (Editable) • Pay Group defaults based on most common pay groups by job code. (Editable)	00623052> Look Up
21	Scroll down and select **Employee Type**.	H – Hourly
22	Select **Compensation Frequency**.	B - Biweekly
23	Select **Comp Rate Code**.	BASEH
24	Type a **Compensation Rate**.	8.00
25	Notice ability to add multiple pay components. Must have one (up to three).	
26	If applicable, type an **Appointment End Date**, which is used for reporting purposes.	May, 2019, 31st
27	Notice ability to Save as Draft. If you notice position information is incorrect, save the hire transaction as a draft and then correct the position. Once the position is approved, return to the hire transaction, and reselect the position number.	
28	Scroll down and click **Save and Submit for Approval**. Message Displays: Notice TBT Request ID.	

No.	Step	Values
29	Click **OK** from Message box. Page displays: Further Processing Required.	
30	Click **OK**. System returns to Enter Transaction Details page. (But displays prior information.) You should now check pending approvals through either Transaction Status or the Transaction Query.	
31	Close the **Template Based Transaction** tab. System displays Transaction Launch page.	
32	Click **Related Content**.	
33	Select **Transaction Status**.	
34	Click **New Window**. Pending transaction displays a status of Action Required.	
Done.		

Next Steps: Refer to *Hiring an Employee Step-by-Step Guide* for more details about hiring, rehiring, and adding additional jobs, including contract hires. For just the basic steps, refer to *Rehiring an Employee Streamline Guide*.