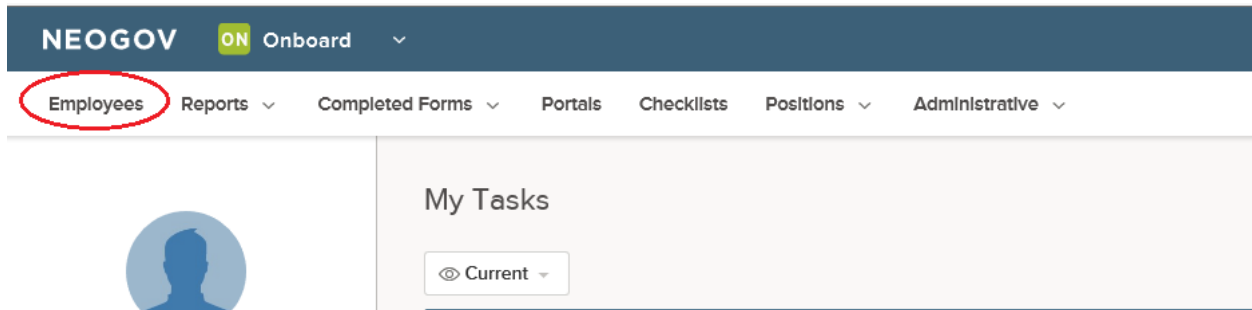


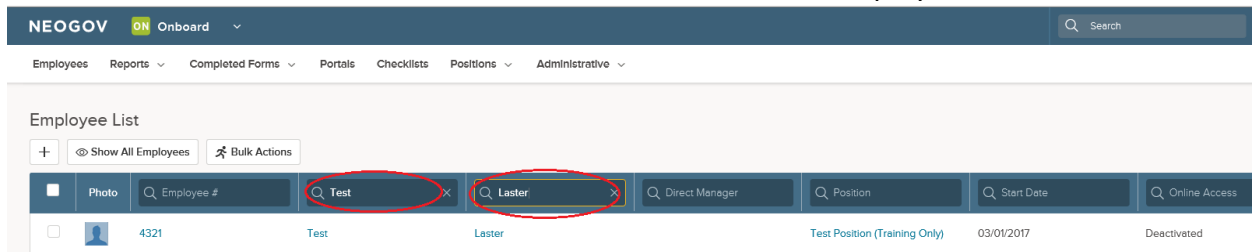
Use these steps to re-hire an employee who already has an account established in NEOGOV On-Boarding so they can complete their new hire forms.

Note: *This re-hire must have been employed by your department previously. If they worked for a different department, please contact your Compensation Analyst.*

1. Log into Neogov and click on “Employees” in the top left corner



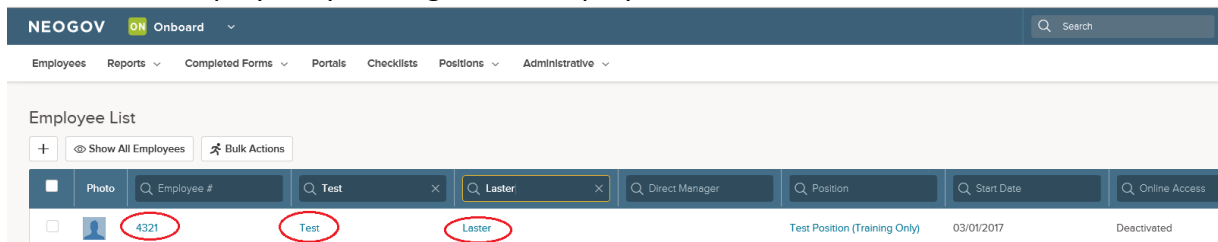
2. Enter the First an/or Last Name in the fields to search for the employee.



NOTE: *The person must be: Online Access= Deactivated and Active = No*



3. Select the employee by clicking on the Employee # or the name



4. Confirm the Employee home email address is correct.

The screenshot shows the 'Employee Details' page for 'Laster Test'. The email address 'cylamroldan@hotmail.com' is circled in red. The page includes a navigation menu at the top with 'Employees', 'Reports', 'Completed Forms', 'Portals', 'Checklists', 'Positions', and 'Administrative'. The employee's details are listed in two columns: Employee #, Email, Position, Address, Phone, and Active status on the left; and Class Spec, Department, Division, Online Access, Start Date, and Separation Date on the right.

Employee #:	4321	Class Spec:	
Email:	cylamroldan@hotmail.com	Department:	Human Resource Management
Position:	Test Position (Training Only)	Division:	
Address:		Online Access:	Deactivated
Phone:		Start Date:	03/01/2017
Active:	No	Separation Date:	03/06/2017

5. If correct, go to step 6. If not correct, click on the "Edit" button on the top right. Update the email address and click "Save" at the bottom of the page.

This screenshot is similar to the previous one but highlights the 'Edit' button in the top right corner of the 'Employee Details' section with a red circle. The 'Edit' button is represented by a pencil icon and the text 'Edit'.

6. Click the Gear icon on the right, and then "Rehire"

This screenshot shows the 'Employee Details' page with a dropdown menu open. The 'Rehire' option is circled in red. The dropdown menu also includes 'Assign Checklists' and 'Reassign Tasks'. The 'Edit' button and the gear icon are also circled in red.

7. Under “New Status,” select **EMPLOYEE**.

Note: please do not select either of the “Pre-hire” options as we do not use those.

Hire Info

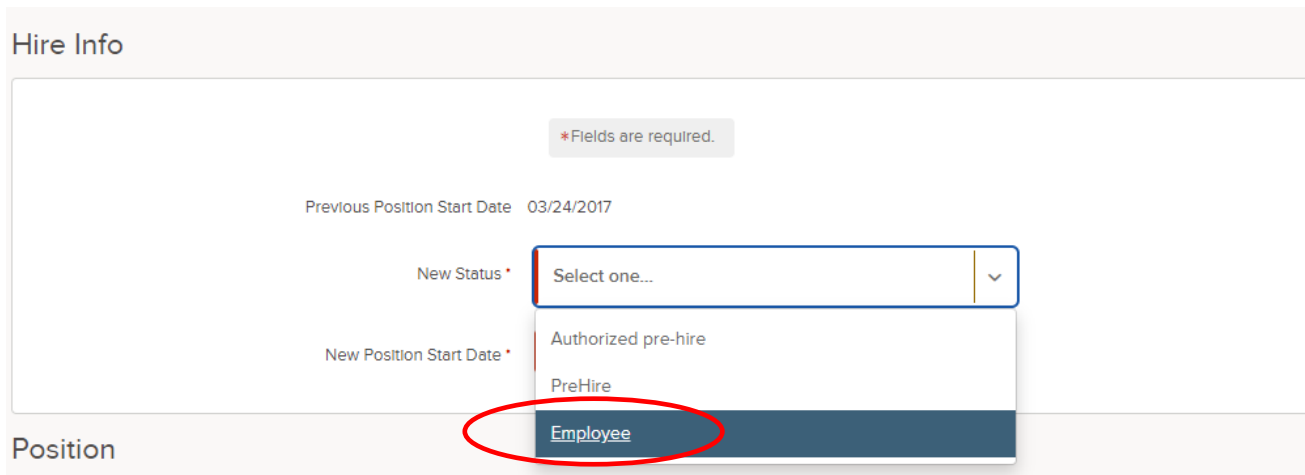
*Fields are required.

Previous Position Start Date 03/24/2017

New Status *

New Position Start Date *

Position



8. Under the Start Date section, select the new Start Date using the calendar icon and clicking on the new date

Hire Info

*Fields are required.

Previous Position Start Date 03/24/2017

New Status *

Hire Date

New Position Start Date *

Position

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

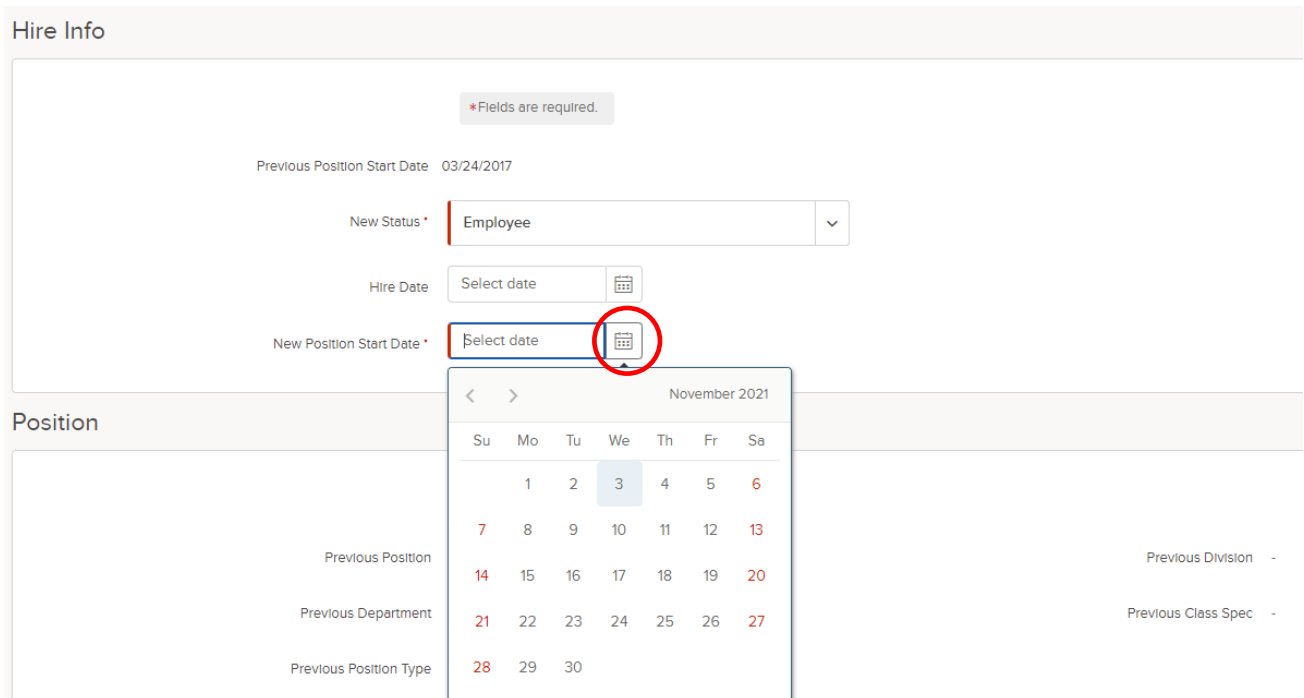
Previous Position

Previous Department

Previous Position Type

Previous Division -

Previous Class Spec -



9. Under the Position section, click on “Choose Position”

Position

*Fields are required.

Previous Position Test Position (Training Only) Previous Division -

Previous Department Human Resource Management Previous Class Spec -

New Position Title * **Choose Position**

New Department -

New Class Spec -

New Division -

10. Click on the Magnifying Glass icon in the right corner to search for the Position number

Choose Position Cancel

Position Title	Position Code	Department	Division	Class Spec
_POSITION MISSING	_POSITION MISSING	_DEPARTMENT MISSING		
ACC Intern	30056829	Communications and Records Services		ACC Intern
ACC Intern	30056851	Constable 1		ACC Intern
ACC Intern	30056905	Justice Of Peace 1		ACC Intern
ACC Intern	30056906	Justice Of Peace 1		ACC Intern
ACC Intern	30057451	Constable 3		ACC Intern
Accountant	30005413	Health & Human Services		ACCOUNTANT
Accountant	30005414	Health & Human Services		ACCOUNTANT
Accountant	30005415	Health & Human Services		ACCOUNTANT
Accountant	30005417	Health & Human Services		ACCOUNTANT

<< < 1 2 3 4 5 ... > >>

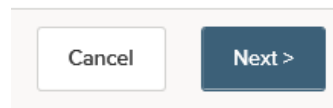
11. Type the Position number into the Position Code box

12. Click on the Position Title to select it

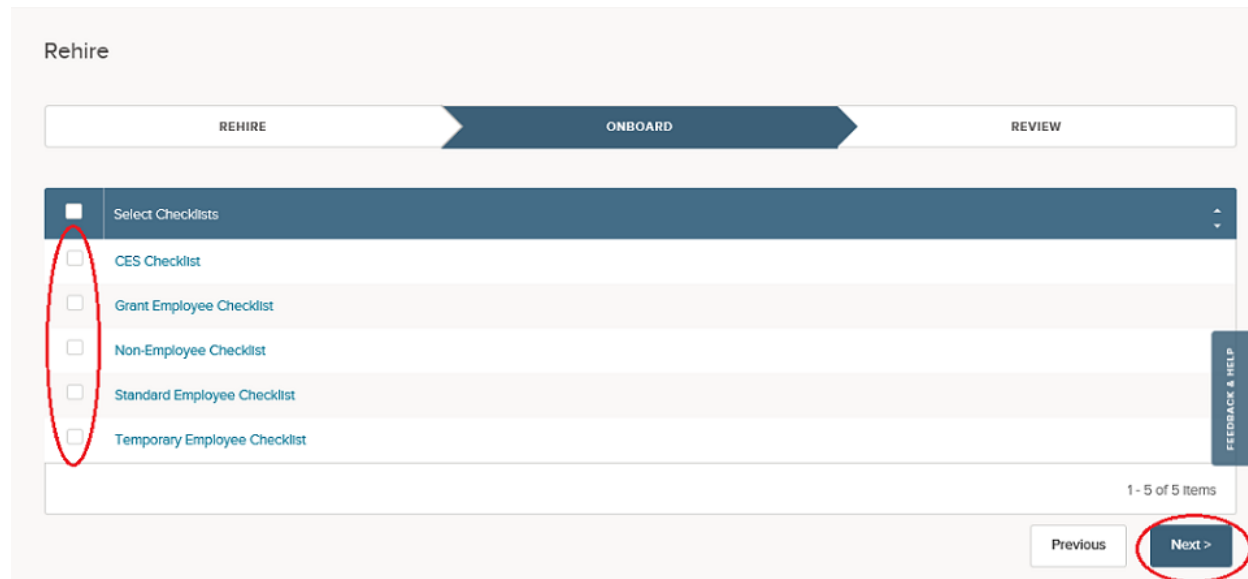
Choose Position

<input type="text" value="intern"/>	<input type="text" value="30057752"/>	<input type="text" value="Department"/>
<u>Intern</u>	30057752	TNR (Trans & Natrl Resrc)

13. Click the “Next” button at the bottom right of the screen to go to the next screen



14. Select the Checklist to assign to the Rehire by clicking the box next to the name. Only select **ONE** checklist. Then click the Next button in the bottom right corner



15. Review the New information on the last page for correctness. Once confirmed, click Save at the bottom right of the page.



16. You will be returned to the Employee dashboard. An email has been sent to the employee from NeoGov asking them to log in and complete the required forms.