

# Administrator: Re-Hire Employee Guide

## Re-Hire Checklist

Employees will need to complete their onboarding checklist. This process applies to:

- New hires (first employment with OSU)
- Re-hires (employee's employment with OSU has lapsed more than 30 days for benefited or 180 days for non-benefited)

In the checklist, employee will complete:

- Within UKG
  - Employee Information Form
  - State of Oklahoma Outstanding Wage Beneficiary Form
  - Oklahoma Teachers' Retirement System Notification Form
  - Loyalty Oath Form – with instructions to meet with HR Admin or locate a notary and then upload the notarized form.
  - I9 Form
  - Work Permit Form (For international employees only).
  - Voluntary Self-Identification of Disability Form
  - Veteran Voluntary Self-Identification Form
  - CHS Confidentiality Agreement Form (For Center of Health Sciences only)
  - CHS Hepatitis B Declination Form (For Center of Health Sciences only)
  - CHS Policies and Procedures Form (For Center of Health Sciences only)

Employees will need to complete these in Banner Self-Service **after** they have their O-Key account.

- Withholding Form
- Direct Deposit Form

Employees can complete this optional form with OSU Payroll **after** they receive the email from the department administrator.

- Salary Deferral Election Form (**for full-time faculty only**).  
<https://adminfinance.okstate.edu/payroll/salary-deferral.html>  
Employee complete form and send to [payroll.services@okstate.edu](mailto:payroll.services@okstate.edu)

When an employee completes their checklist, the department's administrator will receive an email notification and can follow-up with the employee to review their checklist, I9 verifications, upload E-Verify submission along with supporting documents, and Loyalty Oath verification/notarization. It is recommended to include UKG Employee ID in the EPAF comments.

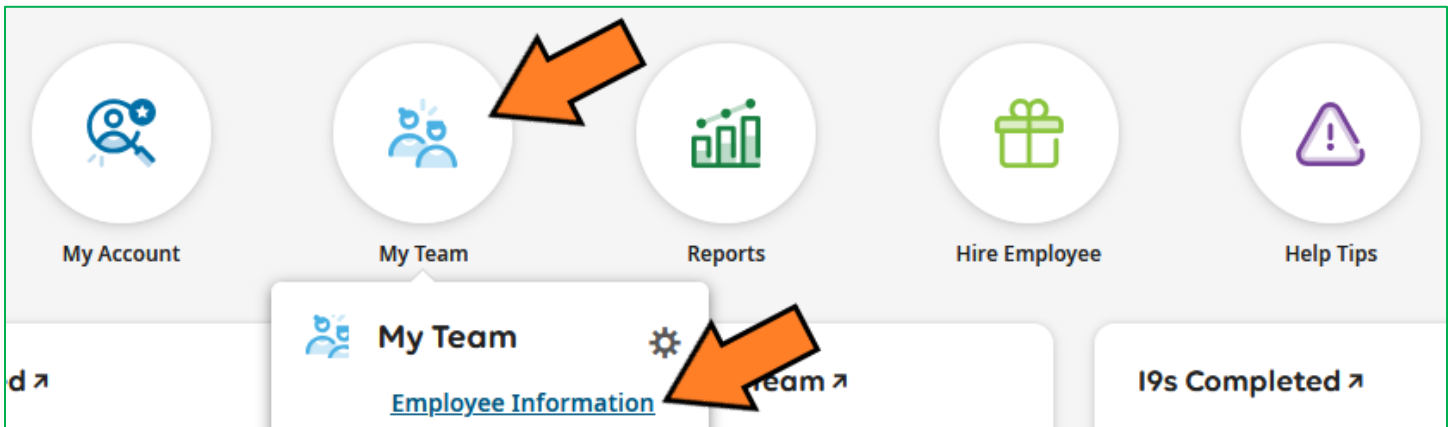
The administrator can email additional guidance to employees once the I9 identification process and notarization of the loyalty oath form are completed. The guidance may include W4, direct deposit, benefits/orientation (if appropriate), salary deferral (if appropriate), etc.

## Re-Hiring Employees

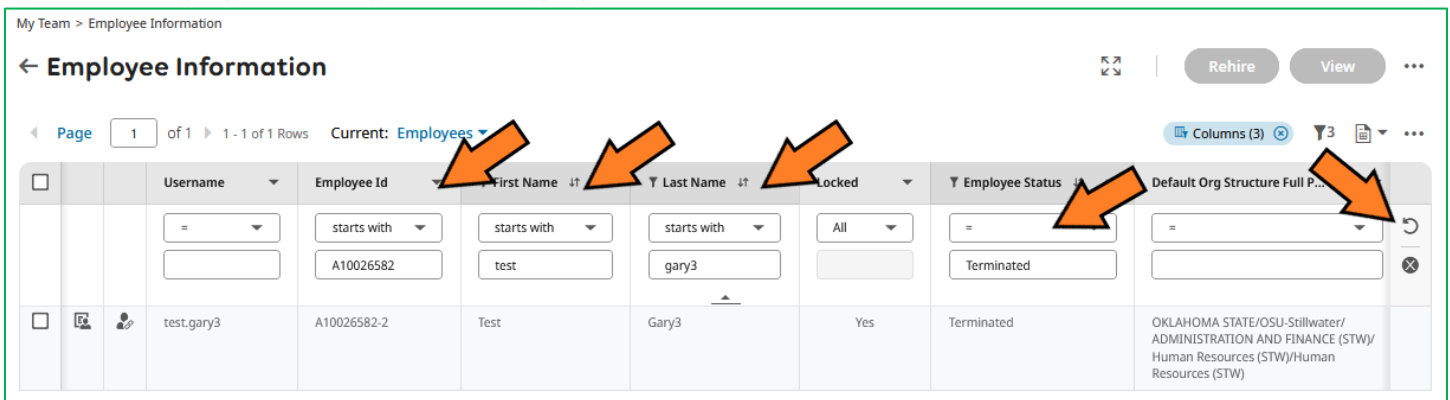
Gather employee's information from hiring manager:

- Legal Name (First and Last) as it appears on SSN card  
*The legal name entered will be used as an electronic signature when an employee signs their forms.*
- Email address
- Start date
- Employment type (Faculty, Staff, Student)
- Employment status (Full-Time, Part-Time/Temp)
- Employee status (U.S. Citizen/Permanent Resident, J1, International)
- Org Code
- Position number
- And any other info that you may need.

To begin re-hire checklist, login to [UKG Ready](#) (this hyperlink is for Admin only, do not share with employee) and click on the My Team icon, then click on Employee Information.



Change the Filter criteria for Employee Status “!= Terminated” to “= Terminated”, then click on Refresh icon. Search the employee either by name or Employee ID. Select the checkbox and click on the Rehire button.



My Team > Employee Information

## ← Employee Information

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Columns (3) 3

<input checked="" type="checkbox"/>	Username	Employee Id	First Name	Last Name	Locked	Employee Status	Default Org Structure Full P...
<input checked="" type="checkbox"/>	test.gary3	A10026582-2	Test	Gary3	Yes	Terminated	OKLAHOMA STATE/OSU-Stillwater/ ADMINISTRATION AND FINANCE (STW)/ Human Resources (STW)/Human Resources (STW)

If the employee is not listed based on criteria listed above, please email [newhire@okstate.edu](mailto:newhire@okstate.edu) for further investigation.

### Re-Hire Employee Information

**Account Status:** Update to Active

**Employee Type:** Verify the type to make sure that employee has the correct employee type. If the wrong employee type is selected, the employee may need to redo the correct checklist when a correction is made.

**Re-Hired Date:** The first day employee starts working.

**Contract month begin if less than 12 months:** Select the beginning month of the contract July, August, or September from the dropdown list. This is for employees that are on a less than 12 months contract (usually for Faculty).

**Job End Date:** Select/update the last date employee is on the job. This is for employees with part-time or temporary contract (usually for Graduate Assistantship employment).

**Banner ID:** Verify the employee's Banner ID.

**Primary Email:** Verify the employee's email address provided in job application or resume

Click on Continue button to proceed to Department Information.

### Department Information

**Default Org Structure:** Update the department/office that the employee belongs to.


**Apply Defaults:** Leave all fields checked and click OK button.

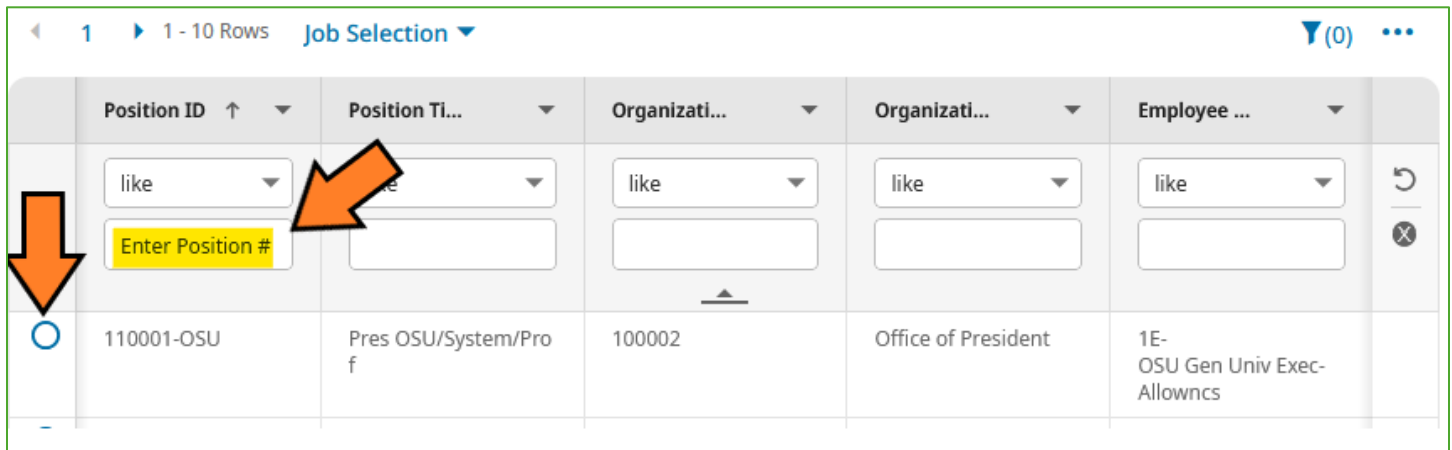
**Dept HR Admin:** This is pre-populated for you. If not, you may select the person that will be processing the re-hire checklist including verifying I-9, etc. after the employee has completed their checklist.

Click on Continue button to proceed to Position Information.

## Position Information

**Default Job:** Update the job (Position Number).

Click on  to browse job list and search for the position number. Select the position by clicking on the first column.



The screenshot shows a table titled "Job Selection" with 6 columns: Position ID, Position Title, Organization, Organization, and Employee. The first column, "Position ID", has a search icon in its header and a yellow box with the text "Enter Position #" in the first row. An orange arrow points to this box. The second column, "Position Title", has a dropdown menu in its header and a text input field in the first row. An orange arrow points to this input field. The third and fourth columns, both labeled "Organization", have dropdown menus in their headers and text input fields in the first row. The fifth column, "Employee", has a dropdown menu in its header and a text input field in the first row. The first row of data shows "110001-OSU" in the first column, "Pres OSU/System/Prof" in the second, "100002" in the third, "Office of President" in the fourth, and "1E-OSU Gen Univ Exec-Allowncs" in the fifth. A blue circle is in the first column of the first row of data, and an orange arrow points to it.

Position ID	Position Title	Organization	Organization	Employee
like	like	like	like	like
Enter Position #				
110001-OSU	Pres OSU/System/Prof	100002	Office of President	1E-OSU Gen Univ Exec-Allowncs

**Reason Code:** Select Re-Hire from the dropdown list.

**Working Title:** Update the employee's working title.

**FTE:** Update the FTE.

**Pay Type:** Select Hourly or Salary from the dropdown list.

**Factor:** Update the Factor.

**Default Labor Distribution:** Select Yes or No from the dropdown list. Are you using Default Labor Distribution for this position? If not, then additional data will need to be entered after the employee's checklist is complete before the EPAF can be applied.

**Time Entry Method:** Select Web, Third-Party, or Department Entry from the dropdown list.

**Leave Accrual Rule Override:** This is the same category as you would enter for "Job Leave Category" in Online EPAF. This field specifies the leave accrual rule for the job. If an employee is receiving standard accrual for the employee class group, leave it blank. Enter if the employee will accrue leave using a specified leave accrual alternative rule for the employee class group, enter the appropriate leave accrual rule in this field.

Click on Submit button to complete Re-Hire Employee action.

UKG Ready will update the account for this employee based on the information provided and send an email notification with login instructions to the system to complete the Re-Hire Checklist.