This checklist should be used when a department plans to rehire a terminated employee as one of the following Employee Types:

- Temporary (OPS)
- Student
- Adjunct

In order to use the process the following criteria must be met:

- The rehire was hired and terminated after 7/1/2015
- HR confirms a background check is not required
- The rehire is being processed as an OPS, Student, or Adjunct assignment
- This process cannot be used to rehire employees into AMP, SP, or Faculty positions

If the rehire meets the criteria listed above, then move forward with the steps below:

Employment Application:

- ❏ Provide the rehire with the non-recruited application link (this can be found in the Job Aids Worklet within Workday)
- ❏ Once an application has been created, move to the next step.

Verify if a background check is required:

- ❏ Email Recruitment Services at empl@fau.edu to confirm if a background check is required. Make sure to include the following information in the email:
    - ❏ Employee's name and Z#
    - ❏ Confirm the application was completed
    - ❏ State that the employee is being rehired as OPS, Student, or Adjunct
    - ❏ Confirm if the employee will have driving or fiduciary responsibilities
    - ❏ Confirm if the employee will be working, supervising or caring for a protected class (minors, elderly, or individuals with disabilities)
    - ❏ SmartTAG# to charge the background check
- ❏ If a background check is required, Recruitment Services will notify the department and Recruitment will initiate the background check.
- ❏ If a background check is not required, Recruitment Services will notify the department to move forward with the hire process.

Complete the Hire Employee process:

- ❏ Type "**Hire Employee**" into the Workday Search and select "**Enter**".
- ❏ Select the appropriate "**Supervisory Organization**"
- ❏ Select "**Existing Pre-Hire"**, then search for the rehire's name
- ❏ Hit "**OK**"
- ❏ Enter the "**Hire Date**" (this is the employee's first day of work)
- ❏ Enter the "**Reason**", this should be "**Rehire**"
- ❏ Enter the "**Employee Type**", OPS = Temporary, Student = Student, and Adjunct = Adjunct
- ❏ Enter the appropriate "**Job Profile**" based off of the "**Employee Type**"
- ❏ Enter the appropriate "**Time Type**", "**Location**" and "**Workspace**"
- ❏ Select "**Additional Information**"
- ❏ Enter a unique "**Job Title**"
- ❏ Enter the "**Scheduled Weekly Hours**"
- ❏ Enter the "**End Employment Date**" (This is when the assignment will end)
- ❏ Attach the appropriate documents (COE form, Position Job ID Form, etc.)

- ❏ "**Submit**"
- ❏ Once submitted, the process will route for the HR Partner (you) to review "**Change Organization Assignments**", and to Enter the "Propose Compensation" (not applicable for Adjuncts less than 26.1). When entering compensation, make sure to enter the actual end date (this must match was was entered for the hire).
- ❏ The hire process will then route for review/approvals. Follow the process to ensure that the hire process is completed by the Wednesday deadline.

Special notes are listed below:

- ❏ Retiree's that are rehired must also have their eligibility checked with the Benefits department
- ❏ Check with WARC to see if Onboarding is required. Email HRES@FAU.EDU
- ❏ For changes or questions with start dates, please contact Recruitment Services at EMPL@FAU.EDU.