



*Manual for use:*  
***REHIRE INACTIVE  
EMPLOYEE***  
*(Re-entry)*

***In SAP SuccessFactors***



## REHIRE INACTIVE EMPLOYEE



### What is it?

This option will allow you *to reinstate* an employee who had been with the company before. Here you will be able to manage their registration, without having to create it from scratch.



## BENEFITS

### REHIRE INACTIVE EMPLOYEE



The information of the employee to rehire will be preloaded.



You will only need to update the data with the new position information to rehire



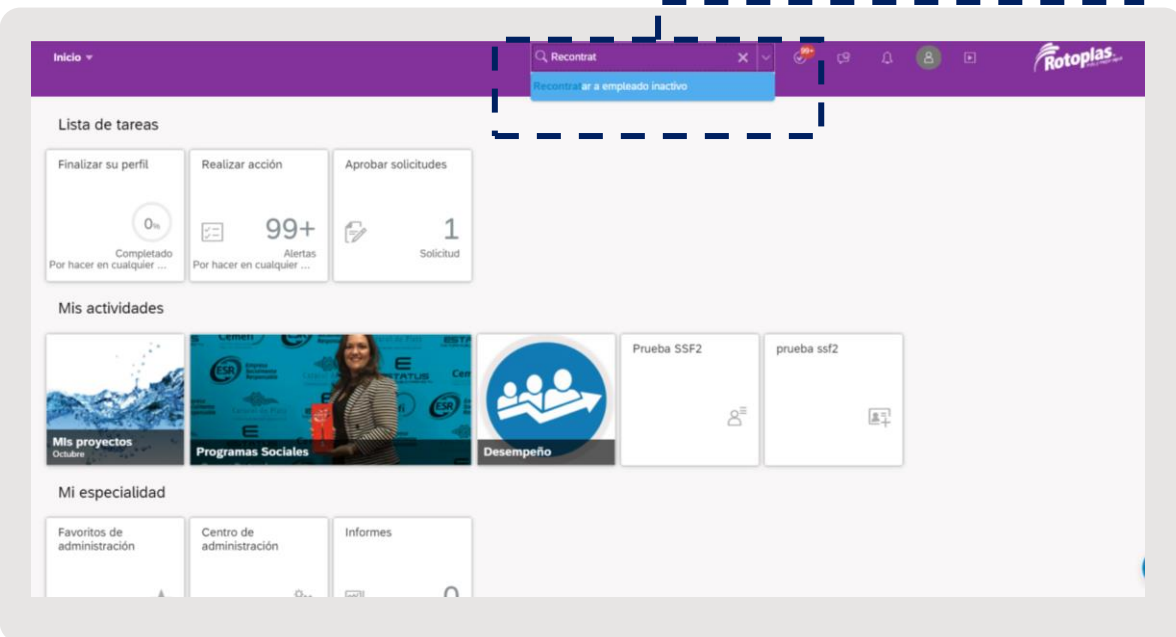
The employee number will be maintained and you will have the option to observe the seniority date directly here.

## REHIRE INACTIVE EMPLOYEE

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### Enter in the search bar

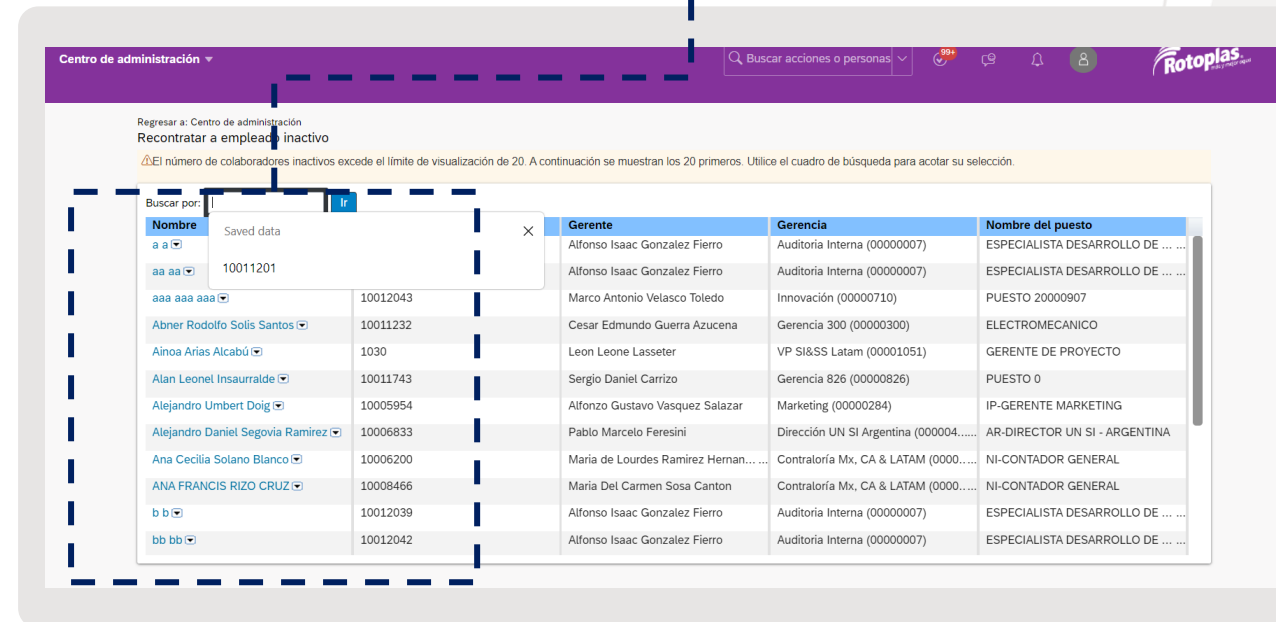
“Rehire” inactive employee  
Select the option displayed.



2

### Then enter the employee name or number

The information will be displayed at the bottom.  
Here, you will select the person to be rehired



## REHIRE INACTIVE EMPLOYEE

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**In the name of the employee to be rehired:** Click on the arrow to display the options:

- You must always choose the "Rehire Employee" option to maintain the employee number.

The screenshot shows the 'Centro de administración' header with a search bar and navigation icons. Below, the 'Recontratar a empleado inactivo' section displays a search result for employee '10011232'. A dropdown menu is open, showing two options: 'Recontratar empleado' and 'Recontratar con nuevo empleo'.

Nombre	Nombre de usuario	Gerente	Gerencia	Nombre del puesto
Alejo Rodolfo Solís Santos	10011232	No hay gerente	Gerencia 300 (00000300)	ELECTROMECANICO

Regresar a: Centro de administración  
Recontratar a empleado inactivo

Buscó: "10011232" 🔍

Recontratar empleado  
Recontratar con nuevo empleo

## REHIRE INACTIVE EMPLOYEE

### 4 The option chosen for this case was “Rehire Employee”

The window displayed in both options will be “Add New Employee”.

It is important that you refer to the Add New Employee manual to complete this registration; however, it will be much easier because some information will already be preloaded.

Just make sure to:

- Update the information.
- Make sure you have the number of the position this employee will fill.
- Fill in all required fields
- The employee number is maintained

Regresar a: Centro de administración  
Agregar nuevo empleado

Identidad

Fecha de contratación\* 23 de may. de 2012

Sociedad\* Sin selección

Motivo del evento\* Sin selección

Información de nombre

Nombre\* Abner Rodolfo

Primer apellido\* Solís Santos

Segundo apellido

Información biográfica

Fecha de nacimiento\* 20 de jul. de ...

País/región de nacimiento\* Guatemala

Registro de nacimiento

Ciudad\* Guatemala

Archivo adjunto

### Información de empleado

ID personal

10011232

## REHIRE INACTIVE EMPLOYEE

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### Go to the replication monitor:

- Enter the employee name or number of the employee you have rehired
- Select the three process states:
  - Correct
  - In progress
  - Failed
- Select the replication time

It will show you the status of the movement you made; remember that the platform updates every 5 minutes.

Centro de administración /  
Monitor de réplica de datos

Empleado:  Tipo de contenido de réplica:  Sistema objetivo de la réplica:  Estado:  Hora de réplica:  Adaptar filtros

Objetos (2)

<input type="checkbox"/>	Nombre de objeto	Tipo de contenido de réplica	Estado	Mensajes	Replicado por última vez	Réplica programada para
<input type="checkbox"/>	Robles, Luis 10012122	Asignación organizativa de empleado	Correcto		26 abr. 2022 11:46:19	
<input type="checkbox"/>	Robles, Luis 10012122	Datos maestros de empleado	Correcto		26 abr. 2022 11:46:19	

Reprocesar ↑ ↓

## REHIRE INACTIVE EMPLOYEE

**6 You must validate in SAP HCM the same infotypes that you validate to add to a new employee (registration from scratch).**

In addition, verify that in the infotype 0 the action is "Personnel re-entry"

<input type="checkbox"/>	03.08.2021	15.03.2022	ZG	Reingreso de personal	04	Vacante	3
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