

# Rehire Employee (Employer)

## Best Practices & Notes

### Best Practices

- As Ease sets the same effective date of all lines of coverage, and rules may differ depending on the carrier, check with the carrier about re-hire rules and manually update as needed.
- For more than 20 employees, using an import to update employees from **Terminated** or **Leave of Absence** to **Active** may be more effective.
  - If terminated, benefits are updated from **Terminated** to **Waived** when employee **Status** is moved to **Active**.
  - Employees should be directed to re-enroll or Company Administrators may update for them.

### Notes

- Employee benefits are terminated in Ease when an employee's employment is terminated.
- If an employee is returned to active, benefits eligibility is reinstated and is ready for enrollment.
  - Employee or Group Administrator must re-enroll all benefits.

## Instructions

When an employee returns after a termination, do not create a new employee record; in order to maintain employment and benefits history, update their current record in Employees > Terminated.

From Company > Employees

1. Change **Status** filter to **Terminated**.
2. Click **Name** to select the employee to be rehired.
  - Displays Employee > Profile > Personal.
3. Select Employment > Details.
4. Click **Rehire Employee**.
5. The **Change Employment Details** screen displays in a three-part series.
  - For **Details**, verify Status, Type, and Schedule Hours Per Week, and update them as needed. Click **Next**.
  - For **Dates & Reason**, enter Date of Change, Reason, and Benefit Eligible Date. Click **Next**.
  - For **Benefits**, note the plans available for the rehired employee. Click **Next**.
6. Click **Save** to review and update the **Employment Details** screen as needed.
  - As a result of the steps to rehire, the **Hire Date** field now includes the employee's most recent hire date rather than the original hire date.
7. For brokers only: To view employment history for this employee, including original and rehire dates, click **View Employment History**.
9. Click **Ok** to close the window.
10. To review eligible benefits, go to Employee > Benefits > Benefit Enrollments
  - All eligible benefits are listed in the left navigation.
  - Benefits are set as ready for enrollment.

When importing to update employees to **Active**, employer-paid benefits can be imported as well.

1. Generate **Basic Census** filtered for **Terminated** or **Leave of Absence**.
2. Remove all employees that are not being rehired.
3. Add "Active" for each employee in the **Employee Status** column.

4. Add rehire date for each employee in **Hire Date** column.
5. Add columns for each employer-paid plan with appropriate data:
  - *Import ID xxxxxx* with coverage amount for volume-based benefits, such as life or disability; or "Enrolled" for non-volume-based benefits, such as Dental
  - *Import ID xxxxxx Effective Date* with mm/dd/yyyy
6. If a waiting period different from the new hire waiting period should be offered, import **Benefits Eligible Date** using the date you wish the employee to be eligible for benefits.

## End of Procedure

Watch: [https://www.youtube.com/watch?v=R14Hbpg0K\\_4&t=1s](https://www.youtube.com/watch?v=R14Hbpg0K_4&t=1s)