SMART PAYROLL - REHIRE CHECKLIST

Revised 10/8/18

REHIRE PROCESS – SCREEN CHECKLIST			
Dept	Screen Title and Description	Processing Notes	√
	Employee Life Cycle Rehire/Reinstatement/Recall	Change an Employee's Status from Inactive to Active. Employment Event and Event Reason.	
	Demographics, Payroll Tab	Update screen with the current information including Address, Check Location, Union, Pay Code and Worker's Comp.	
	Contact Phone Number	Review/Change Employee Phone Number, Emergency Contact.	
	Pay Distribution Employee Account Number	Review/Change if applicable.	
	Tax JJ-SCR Employee Tax Information	Employee W-4 Information. Review/Change Federal, State and Local Taxes, if applicable.	
	Wage	Employee Contract or Hourly Amount, Job Code/Title, Step/Schedule, Work Days, Work Percent (FTE).	
	Pay Item Employee Earnings and Deductions	Reactivate and/or start any earnings and/or deductions.	
	Pay Item 9990 Direct Deposit Information	Verify bank information is correct.	
	Smart Attendance Attendance Banks	Add/Remove bank increments, if applicable.	
	Seniority	Review/correct seniority date.	
	HR/REP	Review/correct REP information.	