



## EMPLOYEE REHIRE SHEET

Employee rehired after 0-90 days or laid off employee returning after 0-180 days

One of the benefits of partnering with a PEO like A Plus Benefits is that our systems and processes help to ensure the accuracy of your employee files. When we know our employee data system is accurate, it is easier for us to provide up-to-date information to state withholding agencies for unemployment claims, employment verifications and garnishments.

The accuracy of the data is also important should your company be subjected to an I-9 audit. Our systems have been put in place to help protect clients and assist with compliance during I-9 audits. This also helps us keep more accurate withholding, direct deposit, and contact information for employees.

Having accurate termination and rehire information helps protect clients from unnecessary unemployment insurance claims. If an employee does not have hours reported for payroll, but is left as active in the payroll system for a period of time before being terminated, it makes disputing an unemployment claim very difficult.

We have to lean on you for assistance to obtain this data from employees that you rehire. In an effort to make this process as simple as possible, we have created this rehire packet.

### Some important notes:

- When you notify us that an employee is no longer working, we move them from active to inactive in our system.
- If an employee does not have any hours for **30 days or more**, they will be listed as inactive in our system, even if you have not notified us of the change. This includes temporary lay-offs, employees who are on-call and only work occasional hours or family members who are only paid on an occasional basis. Please provide your Payroll Specialist with the reason for the separation (laid off/no hours available, termination for cause, quit/refused available work, etc.).
- When the employee returns to work, they will need to complete the top section of the attached rehire sheet in its entirety within 3 days of returning to work and to move from inactive to active in our system. We cannot pay any employees who have not been moved from inactive to active.

If you have any questions, please feel free to reach out to a Client Success Manager at 1-800-748-5102 or [service@aplusbenefits.com](mailto:service@aplusbenefits.com).



# EMPLOYEE REHIRE SHEET

Employee rehired after 0-90 days or laid off employee returning after 0-180 days

## This section to be completed by the rehired employee

**Client Company:** \_\_\_\_\_

First Name	Last Name	Middle Initial	Social Security Number
------------	-----------	----------------	------------------------

**Has your name changed since you last worked for this company?**  Yes  No

**Has your address, phone number or email address changed since you last worked for this company?**  Yes  No

If yes, please complete the section below:

Mailing Address	Phone Number		
City	State	Zip	Email Address

**Is your mailing address the same as your home (physical) address**  Yes  No

If no, please complete list your physical address here: \_\_\_\_\_

**Would you like to change your W-4 tax withholding since you last worked for this company?**  Yes  No

If yes, please complete a [W-4 Form](#) available online at [www.aplusbenefits.com/document-center](http://www.aplusbenefits.com/document-center)

**Has your banking information for direct deposit changed since you last worked for this company?**  Yes  No

If yes, please complete a [Direct Deposit Authorization Form](#) available online at [www.aplusbenefits.com/document-center](http://www.aplusbenefits.com/document-center)

## This section to be completed by the client/employer

Employee Termination Date	Employee Rehire Date	Job Title
Section Completed by		Date

Has this employee's pay rate, job title or status changed since they last worked for this company?  Yes  No

If yes, please complete the section below:

Pay Type	<input type="checkbox"/> Salary \$ _____ per _____	<input type="checkbox"/> Hourly \$ _____ per hour	<input type="checkbox"/> Commission Only						
Job Type	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Temporary Full-time	<input type="checkbox"/> Temporary Part-time	Workers' Compensation Code				
	<input type="checkbox"/> Seasonal Full-time	<input type="checkbox"/> Seasonal Part-time	<input type="checkbox"/> On Call						
EEO Code (see definitions on back)	<input type="checkbox"/> 1.1	<input type="checkbox"/> 1.2	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	Overtime Status	<input type="checkbox"/> Non-exempt	<input type="checkbox"/> Exempt
Primary Job Duties									

If applicable, has this employee's PTO accrual changed?  Yes  No  N/A

If yes, please explain below:

- Reinstated:** Original hire date used for seniority and remaining balance gets reinstated with same balance as when employee terminated.
- Rehired:** Rehire date used for seniority and balance will begin at zero.
- Special Circumstance:** Please explain: \_\_\_\_\_

## EEO Job Category Definitions

The major job categories are listed below, including a brief description of the skills and training required for occupations in that category and examples of the job titles that fit each category. The examples shown below are illustrative and not intended to be exhaustive of all job titles in a job category.

**1.1) Executive/Senior Level Officials and Managers.** Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO.

**1.2) First/Mid-level Officials and Managers.** Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level Management and typically lead major business units. They implement policies, programs and directives of Executive/Senior Level Management through subordinate managers and within the parameters set by Executive/Senior Level Management. The First/Mid-level Officials and Managers subcategory also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of enterprises/organizations, conveying the directions of higher level officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel.

**2) Professionals.** Requires bachelor's and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications. Examples include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dietitians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.

**3) Technicians.** Requires applied scientific skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

**4) Sales Workers.** Includes non-managerial activities that wholly and primarily involve direct sales. Examples include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.

**5) Administrative Support Workers.** Involves non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry clerks; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

**6) Craft Workers.** Includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipe layers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. Also includes occupations related to the installation, maintenance and part replacement of equipment, machines and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. Additionally, includes some production occupations that are distinguished by the high degree of skill and precision required to perform them, based on clearly defined task specifications, such as: millwrights; etchers and engravers; tool and die makers; and pattern makers.

**7) Operatives.** Includes intermediate skilled occupations and workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine workers; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus or taxi drivers; industrial truck and forklift operators; parking attendants; sailors; conveyor operators; and hand packers.

**8) Laborers and Helpers.** Includes workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service station attendants; construction laborers; refuse and recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.

**9) Service Workers.** Includes food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other healthcare support positions; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.

**Questions? Call A Plus Benefits at 1-800-748-5102**