

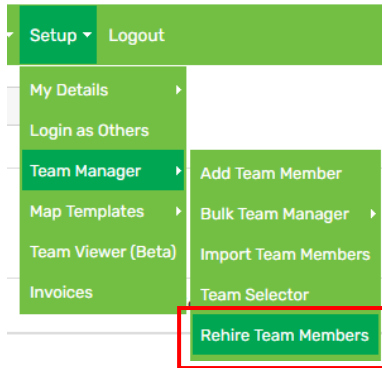
Rehire an employee

Use this when an employee:

- Has been previously employed by you and is now working for you again
- Changes contract e.g. goes from casual to full time

This can be done individually or in bulk

1. Hover on **Setup** > **Team Manager** > **Rehire Team Members**:



2. Select the employee(s) you are rehiring by clicking the checkbox:

Team Member	
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ann Perkins
<input checked="" type="checkbox"/>	April Ludgate

3. Amend the **employee code** and/or **email address** (optional):

Employee Code	Email Address
<input type="text" value="23"/>	<input type="text" value="ann@agrismart.co.nz"/>
<input type="text" value="27"/>	<input type="text" value="april@agrismart.co.nz"/>

4. **Retain** or **set** a new password by selecting the applicable option from the dropdown:

Password	
<input type="text" value="Select a Default Option"/>	
<input type="text" value="▼"/>	<input type="text" value="↺"/>
<input type="text" value="New"/>	<input type="text" value="MooDenBackKeth772"/>
<input type="text" value="Retain"/>	
<input type="text" value="New"/>	
<input type="text" value="Retain"/>	

5. Change the **employee type**, **remuneration type** and/or **pay frequency** (optional):

Employee Type	Remuneration Type	Pay Frequency
Select a Default Option ▼	Select a Default Option ▼	Select a Default Option ▼
▼ ↺	▼ ↺	▼ ↺
Part-time ▼	wages ▼	weekly ▼
Full-time ▼	salary ▼	weekly ▼

6. Select a **start date**:

Start Date

dd/mm/yyyy 📅

▼ ↺

22/08/2022 📅

29/08/2022 📅

7. Amend the **access level** (optional):

Access Level

Select a Default Option ▼

▼ ↺

My Timesheets ▼

Team Timesheets ▼

8. By default, all personal data that was in their profile before termination will transfer over to their new profile. If this information should not be copied over to their new profile, deselect the applicable checkboxes:

Move					
Payroll*	Notes	Job Costing	Files	Medical Information	Managed Teams
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

9. Scroll down to the bottom and click **Rehire**

10. Make any further changes using **bulk team manager**. For help on this, click [here](#)