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Rehirings 101

As the next normal emerges and companies across the country anticipate an influx of rehires, are you worried about getting each rehire enrolled in benefits quickly and efficiently? Ease's rehiring guide is here to help. In this guide, you will learn how—with just a few clicks—you will be able to rehire an employee in Ease without reentering all of their demographic and employment data, making rehiring employees a breeze.



Let EaseConnect Work For You!

Thanks to direct submission, EaseConnect allows for enrollment data to be sent quickly and directly from Ease to the carrier. Ease's rehiring workflow ensures that there are no disruptions in this process for employees who were absent for a period of time.



Maintain Positive Relationships with Your Groups

As an influx of rehired employees begins, the process of rehiring employees for your groups is simple with Ease. In a few clicks, you or your groups can rehire an employee without recreating their entire profile as past employment and benefits history is saved in Ease.

Rehiring Best Practices

In addition to the step-by-step instructions on how to bring on rehires, below you will find our best practices when it comes to reactivations.

- A new employee should not be created during the rehiring process. This will result in disruptions to connections and cause employee history to be spread across multiple employee profiles.
- For greater than twenty 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.

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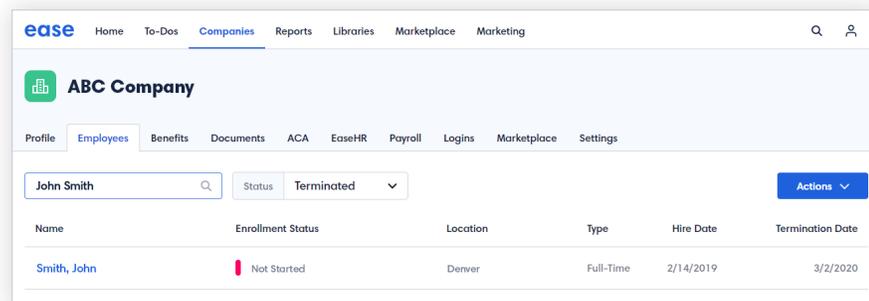
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- When importing to update employees to **“Active,”** employer-paid benefits can be imported as well.
 - Generate **“Basic Census”** filtered for **“Terminated”** or **“Leave of Absence.”**
 - Remove all employees that are not being rehired.
 - Add **“Active”** for each employee in the **“Employee Status”** column.
 - Add the rehire date for each employee in the **“Hire Date”** column.
 - 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.
- If a different waiting period is to be offered to rehired employees than that offered to new hires, create a separate class for those employees with an associated eligibility with the new waiting period for each affected plan.
 - A second class for those that are not affected must be created as well, and that class should be added to the existing eligibilities.

How to Navigate Rehires

With Ease, navigating the rehiring process is simple. Follow our step-by-step guide on how to reinstate a previously terminated employee, and feel confident knowing we’re here each step of the way.

1. First, in your Ease account, navigate to **Company > Employees.**

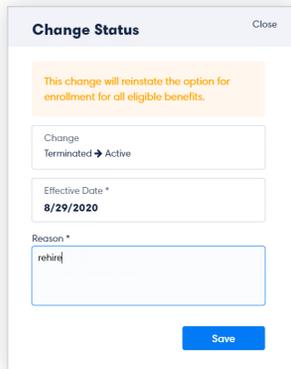


2. Search for the employee that needs to be processed as a **“Rehire.”** To find the employee, select **“All”** or **“Terminated”** from the search **“Status”** drop-down menu.
3. Click on the employee’s name to navigate to the appropriate employee profile.
4. Once in the employee profile, click **“Employment.”**

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5. Click the blue **“Rehire Employee”** button in the upper right hand corner of the Employment page.
6. The **“Change Status”** modal will appear. Here, enter the rehire effective date and the reason for rehire.



Change Status Close

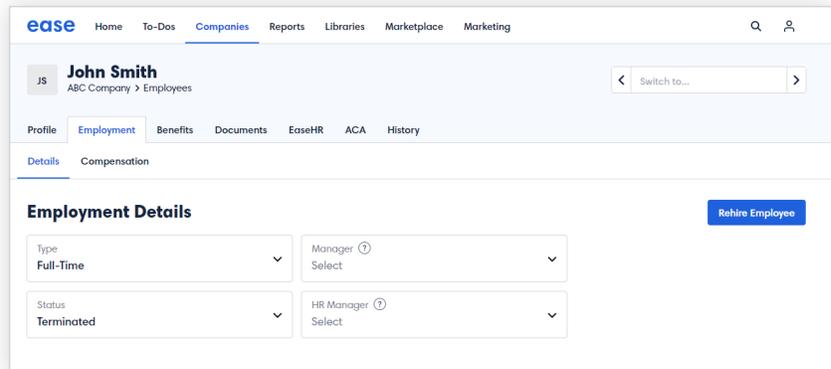
This change will reinstate the option for enrollment for all eligible benefits.

Change
Terminated → Active

Effective Date *
8/29/2020

Reason *
rehire

[Save](#)



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John Smith
ABC Company > Employees

Profile **Employment** Benefits Documents EaseHR ACA History

Details Compensation

Employment Details [Rehire Employee](#)

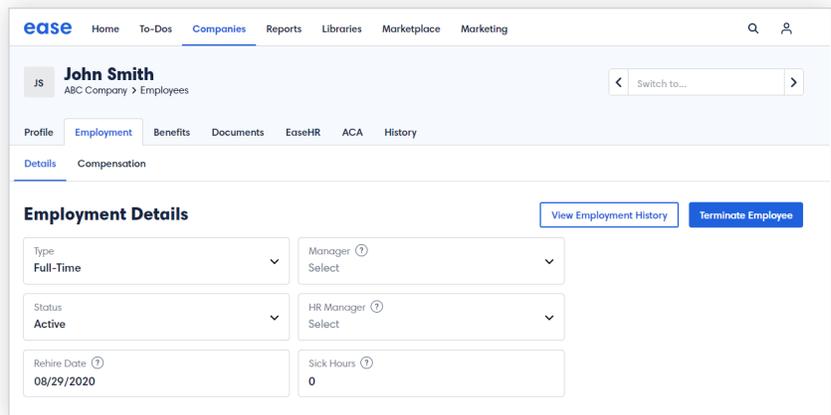
Type
Full-Time

Manager
Select

Status
Terminated

HR Manager
Select

7. Click **“Save.”**
8. The employee's employment status will be changed to **“Active”** and the new hire date will be added to the Employment page.
9. The employee can now elect benefits for which they are eligible.



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John Smith
ABC Company > Employees

Profile **Employment** Benefits Documents EaseHR ACA History

Details Compensation

Employment Details [View Employment History](#) [Terminate Employee](#)

Type
Full-Time

Manager
Select

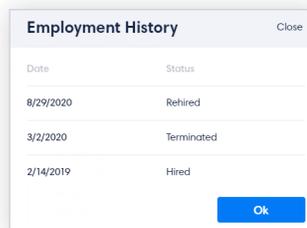
Status
Active

HR Manager
Select

Rehire Date
08/29/2020

Sick Hours
0

10. You can click the **“View Employment History”** button on the Employment page to display any previous termination, hire, and rehire dates.



Employment History Close

Date	Status
8/29/2020	Rehired
3/2/2020	Terminated
2/14/2019	Hired

[Ok](#)

We're here to help

If you have any questions about the rehiring process, please reach out to your Customer Success Manager for assistance.