Rehiring Employees (via HR-Expert)

In Personalwolke, you can also record the rehire of an employee who previously left the company, for example in the case of seasonal employment relationships, return from parental leave, or similar.

The rehire can be recorded in Webdesk, see HERE[1], but also via HR-Expert.

Please note, however, that the tasks described in the article Rehire (via Webdesk)[2], item 9, regarding resetting the time and vacation accounts to zero must also be carried out if the rehire is done via HR-Expert. (This assumes that HR-Expert and Personalwolke Time are used. If only other modules are used alongside HR-Expert, this naturally does not apply.)

Procedure:

1. Open the rehire entry

Please go to Personnel/Administration/Rehire

2. Fill in the form

Please select the inactive user who will be rehired from the selection list and enter the other data in the fields.

3. Select a weekly plan for the period between activation and the entry date

Please open the person and, in the person's record, the Time Recording tab, and switch to edit mode.
Now select a variant with zero weekly working hours for the weekly plan UNTIL the entry date.
If the person was activated today and, for example, rejoins the company on the first day of next month, the weekly plan is valid from today until the day before the entry date.

4. Select a weekly plan from the entry date

To do so, stay in the Time Recording tab in edit mode and click "Add" next to the weekly plan.
Now enter the weekly plan that is valid from the entry date. The entry date must be entered as the start date.

Then save the changes.

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> Note: if the person is only activated on the entry date, there is no need to enter a weekly plan with zero hours beforehand.

1. /daisy/webdesk-manual-admin/10702-dsy.html?language=4
2. /daisy/webdesk-manual-admin/10702-dsy.html?language=4