**Hires and Rehires**

**True Lies... Hires & Rehires**

Computer systems are just great--no ambiguity, right? Give 'em a number and they're happy. But then you fill a computer database system with people data, and people aren't numbers. Sometimes you have to "lie" a little to make the data work.

That can sometimes be the case with Hires and Rehires. Sometimes you have to process a Rehire as a New Hire on PPS. Sometimes you're processing a New Hire that's really a Transfer from another campus. And sometimes it's really a Transfer when you're "hiring" a new employee to your department.

When someone has never, ever worked for the University of California before, then it's a New Hire and you would use the Staff or Academic New Hire (SHIR or AHIR) bundle on PPS.

If someone has worked for the UC before and has a break in service, then it's a Rehire. You would use the Staff or Academic Rehire (SREH or AREH) bundle. OR you might need the New Hire bundle.

Well, which is it? When that someone has had a relatively short break in service from UCSB--say around thirteen months or less--then he is still in the PPS system, albeit with an inactive status. A Rehire bundle in this case is appropriate--in fact, PPS wouldn't let you do this as a New Hire if you tried! But if that former employee has a break in service longer than thirteen months, then his record has been purged from PPS and you'll have to do a New Hire bundle to get him back into the system. So it's really a Rehire, but you're doing a New Hire process--not quite the truth, but what can you do? (You can make sure you note that it's really a Rehire in your Comments section, for one thing.)

When someone is transferring from another UC campus without a break in service, you use a New Hire bundle. Now we all know it's not truly a *hire* at all, since there's no break in service. But again, what can you do? The UCSB PPS system doesn't recognize someone from another campus, so you have to introduce her as a New Hire. Use the comments to note that it's a Intercampus Transfer, with relevant facts about the previous employment.

Now for those *other* "new hires" who are really transfers. This is where you have done a recruitment and you end up hiring someone who is already working on campus. If there's no break in service, you would use a Staff or Academic Appointment Change (SAPT or AAPT) bundle. It doesn't matter what kind of previous appointment it was--casual, student, whatever. Without a break in service it's still an Appointment Change, NOT a New Hire or Rehire. So please don't change the Date of Hire or Original Hire Date in EPER! (When there IS a break in service and it's truly a Rehire, you may change the Date of Hire. But still don't touch the Original Hire Date--it's needed for history.)

Trivia Note: Those of you with sharp eyes may have noticed that the Staff Rehire section in PPS Procedures manual has it backwards--telling you to use SREH when there's a break in service of *more* than--as opposed to *less* than--13 months. Yes, this is an error. (And yes, a revised manual is coming!)

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