Overview:

Overview of the workflow and process for Hiring Coordinators on how to process and complete a Rehire PCR for a Non Recruitment event. The Rehire PCR is used when the individual being hired is a student worker who has been separated from the University. List of eligible position types are below:

- Student Workers and Work Study Student (EE subgroup S1)
- Co-op Students (EE subgroup S1)
- Graduate Assistants (EE subgroup S1)
- Interns (EE subgroup I1)

Steps to Complete a Non Recruitment Rehire PCR

STEP 1 – Log on to UC Flex and Select Process

1. Access the UC Flex Portal at: https://www.ucflex.uc.edu
2. Enter your 6+2 and Password.
3. Click the OM Tab up at the top.
4. Click Start Hiring.
5. Select process “UC Rehire” and click next

Note: As you fill out the form, if a required field is not filled in, you will receive an error at the top of the page with the field that has invalid or not populated with information.
### Basic Data

**Rehire Date:**  
Enter Rehire Date – Format MM/DD/YYYY  
- This should be the date the rehire will begin working/first day of work.  
- Reason for Action defaults to “Non Recruitment Initial Hire”  
- Personnel Number will auto fill

**UCID #:**  
- Enter the UCID # (M#) – Only the number, leave off the “M”

**Background Check Complete:**  
- Select Yes if cleared and adjudicated. This must be done before the PCR is submitted.  
- Select “NA” if not required for position

**Position #:**  
- Select Work Contract (this is the FTE range, example 0-19% FTE) this selection impacts benefits so ensure you do not select a “Work Contract” that is incorrect or great than the employee will be working.

### BASIC DATA Portion

6. Enter Rehire Date – Format MM/DD/YYYY  
   - This should be the date the rehire will begin working/first day of work.  
   - Reason for Action defaults to “Non Recruitment Initial Hire”  
   - Personnel Number will auto fill

7. Enter the UCID # (M#) – Only the number, leave off the “M”

8. Select Background Check Complete “Yes” or “NA”  
   - Select Yes if cleared and adjudicated. This must be done before the PCR is submitted.  
   - Select “NA” if not required for position

9. Select Job Type (all student and term adj are “Project”).  
   - Project = Position that are filled by temporary employees, students workers, etc. for a specified period of time. (Ex. Term Adjunct, Student Worker, Graduate Assistant, Intern, Co-Op, Corp EE, Volunteers, Affiliated, other misc.)  
   - NOTE: Project is the only choice.

10. Enter position # (Example: 70012345)  
    - CANNOT be a pooled position number. All rehires should be one person to one position number or error will occur and delay the hiring process.  
    - Position attributes will pre-populate when position number is entered. Those include: Position Title, Org Unit, Org Unit Name, Pers Area, EE Group, Personnel Subarea, EE Sub Group, Payroll Area, towards the bottom – Pay Scale Group, Pay Scale Level.

11. Select Work Contract (this is the FTE range, example 0-19% FTE) this selection impacts benefits so ensure you do not select a “Work Contract” that is incorrect or great than the employee will be working.
STEP 2 – Fill Out Form (Cont.)

PERSONAL DATA Portion

12. Personal Data and Address
   • Auto populates with the rehires First Name, Last Name, Middle Name (if applicable) Date of Birth, and
     suffix (if applicable).

ADDRESS Portion

13. Auto Populates with the rehires Street, City, State, Zip Code, Country

Planned Working Time

14. FTE (Example enter 20 if the actual FTE will be 20%)

PLANNED WORKING TIME Portion

BASIC PAY Portion

15. Pay Scale Group and Pay Scale Level auto populated based on UCID# entered in Step 2.
**STEP 2 – Fill Out Form (Cont.)**

**EDUCATION Portion**

16. For Faculty Positions, including Term Adjunct enter and select the education information. All fields must be filled in or the record will not update.
   - Select the CEEB Code from the list of College or University.
   - Select the Degree from the drop down. (List includes all degrees that are valid/set up in UCFlex)
   - Graduation Year (format: YYYY)
   - Academic Discipline (this also referred to as area of study, example: Business Management)

**Internal Data**

Mail Location:

**INTERNAL DATA Portion**

17. Enter Mail Location for where the employee will be located and receive internal mail. (Example: 0039).

**Work Tax**

Work Tax Area:

**WORK TAX Portion**

18. Work Tax Area (This will be selected from a list in a drop down box. See common selection below:
   - UC Blue Ash: OH40 – Blue Ash
   - UC Clermont - OH3J – Batavia
   - UC East and West Campus (Main Campus) - OH59 – Cincinnati

**Worksite Location**

Worksite:

**WORKSITE LOCATION Portion**

19. Worksite (This will default based on what is selected in the Work Tax Area. (Example: for OH59 it will default to 02 – Main Campus).
**STEP 2 – Fill Out Form (Cont.)**

**COMMUNICATION Portion**

20. Enter rehires personal e-mail address.
21. Enter comments

*Note: Click “Next” button. If any fields are missing data, you will receive an error at the top of the screen. If the Rehire PCR cannot be processed, you will receive an error.*

**STEP 3 – Review and Send**

22. Review and click “Send” button

- Students and Term Adj hires go directly into UCFlex all others go to the VP approver. If there are no errors the hire will appear in UCFlex after the PCR is complete.
- *Note: Rehire PCR cannot be processed during payroll runs.*
- *Note: Position paid via recurring payments will require completion of a Recurring Pay PCR after the completion of the Non Rec UC Rehire PCR.*
- *Note: Positions that require cost distribution changes require completion of the Cost Distribution PCR after completion of the Non Rec UC Rehire PCR.*