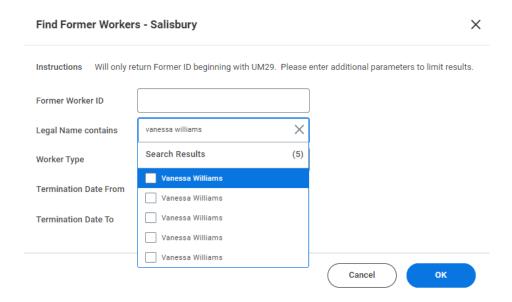
Former Workers have been loaded into Workday and this should help alleviate creation of Duplicate IDs between Campus Solutions, CS, and Workday.

Before using the task **Hire Employee**, always run the **Find Worker** report to make sure they are not already an Active Worker. If you find the Worker, then review if this should be an **Add Additional Job** versus a brand- new Hire. This is one major cause of duplicate hires.

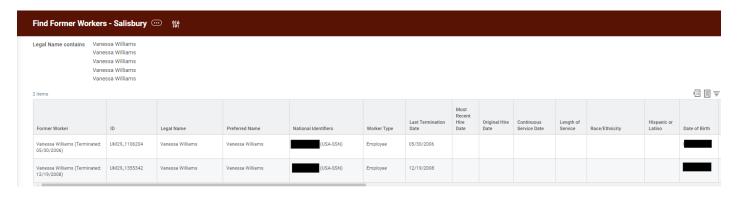
- 1. If Active Worker is not found, using Task, **Hire Employee**, Search as usual. Remember this task will only return Inactive Workers, which includes Terminated and Former Workers that have been loaded and match criteria.
 - a. **Note:** If Former Worker(s) found, only select Employee IDs from your school. Need to create a New Pre-Hire if hiring someone from a different school to prevent CS/IT issues downstream. Working on validation.
- 2. If you want to search for Former Workers for your Campus only, run the report
 - a. Find Former Worker campus name. e.g. for Salisbury enter Find Former Worker –
 Salisbury. There is a unique report for each Campus but only the Report for your Campus will be displayed for you.

Find Former Worker – Bowie Find Former Worker – Coppin Find Former Worker – Frostburg Find Former Worker – Salisbury Find Former Worker – UBalt

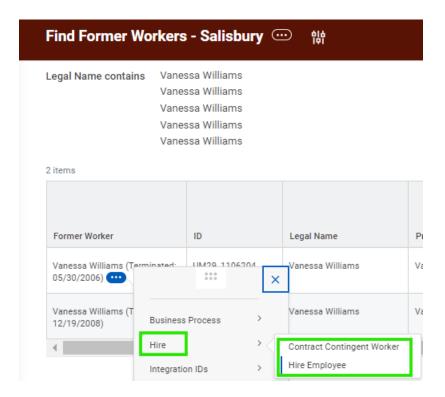
b. Enter First and Last Name of person to search e.g. **Vanessa Williams**. Select all that display but only the Vanessa Williams' for your Campus e.g. Salisbury, will be returned. If there are many results, Ctrl-A and click on checkbox to select all.



c. From the report results, review the SSN and DOB and identify the correct Former Worker to be rehired.



d. After identifying the correct Former Worker, you can Rehire them as an Employee or Contract Contingent Worker, directly from the related action of the Worker.



- e. Proceed as usual. Once you Hire the Employee or Contract Contingent Worker, **Employee ID**, **Name**, **Date of Birth** and **SSN** will automatically be pulled in, if it exists in the Former Worker report result.
- f. Business Process needs to check if SSN or Date of Birth already exists and only present task to enter them if they do NOT exist. This validation is in-progress.