How to rehire an employee in Oracle Fusion

This guide shows you how to rehire an employee in Oracle Fusion using the Hire an Employee task in the Oracle Vision HR system. You search for the person's existing record, verify their details, enter job, manager, and salary information, and submit the request. The example rehires an employee named Mike Smith as a Systems Analyst.

Prerequisites

Before you begin, gather the following:

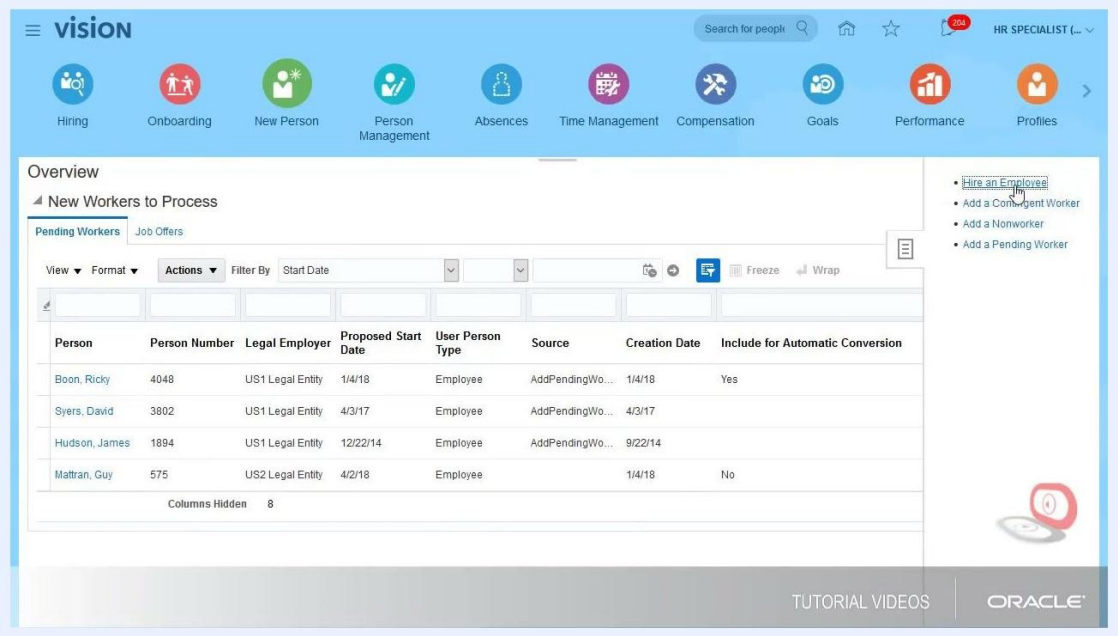
- Access to the **Hiring** section in the Oracle Vision HR system.
- The employee's name, gender, date of birth, and Social Security Number.
- The job, assignment, manager, and salary details for the new position.

Steps

Step 1: Open Hire an Employee to start the rehire

Go to the **Hiring** section in the Oracle Vision HR system. The dashboard displays tabs for Hiring, Onboarding, New Person, Person Management, Absences, Time Management, Compensation, Goals, Performance, and Profiles.

Click **Hire an Employee** on the right-hand side of the dashboard to start the process. You can also review the **New Workers to Process** list for pending workers.



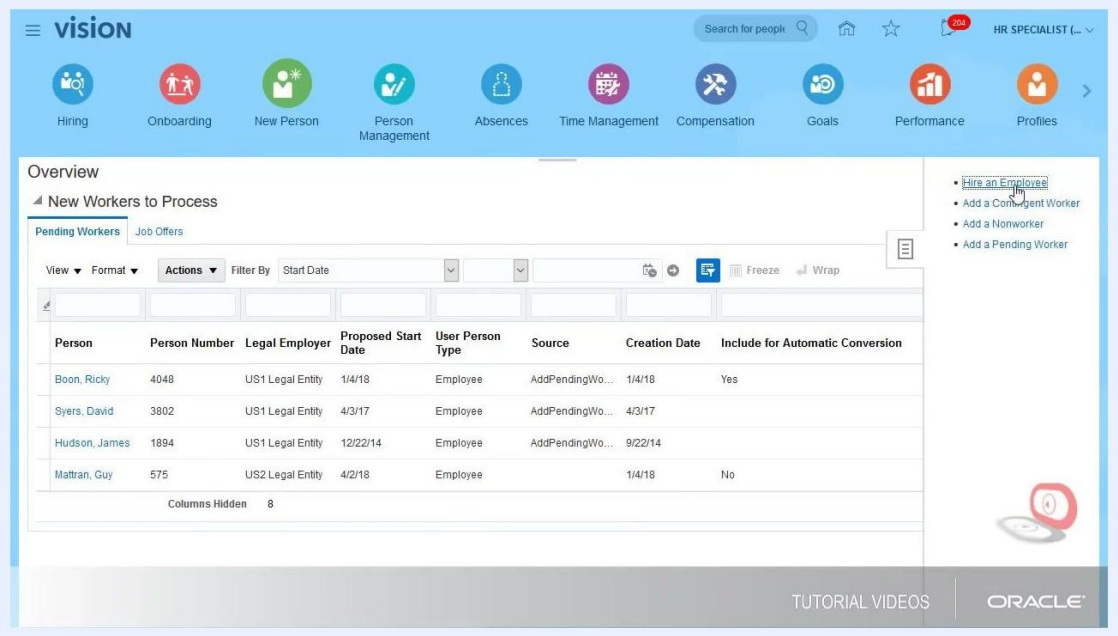
Oracle Vision HR dashboard with Hire an Employee highlighted and the pending workers list visible

Step 2: Enter the employee's basic and personal details

Fill in the following fields:

- Last Name: Smith
- First Name: Mike
- Gender: Male
- Date of Birth: 8/14/84

Under **National Identifiers**, select **Social Security Number** as the identifier type. Set Country to **United States**, then enter the employee's Social Security Number.



Employee details form with name, gender, date of birth, and national identifiers fields

Step 3: Select the matching person record

The system automatically searches for existing contacts, contractors, and previous employees. If it finds a match, such as Mike Smith, select the correct record from the matching person records list.

This step prevents duplicate records and saves time by reusing existing information.

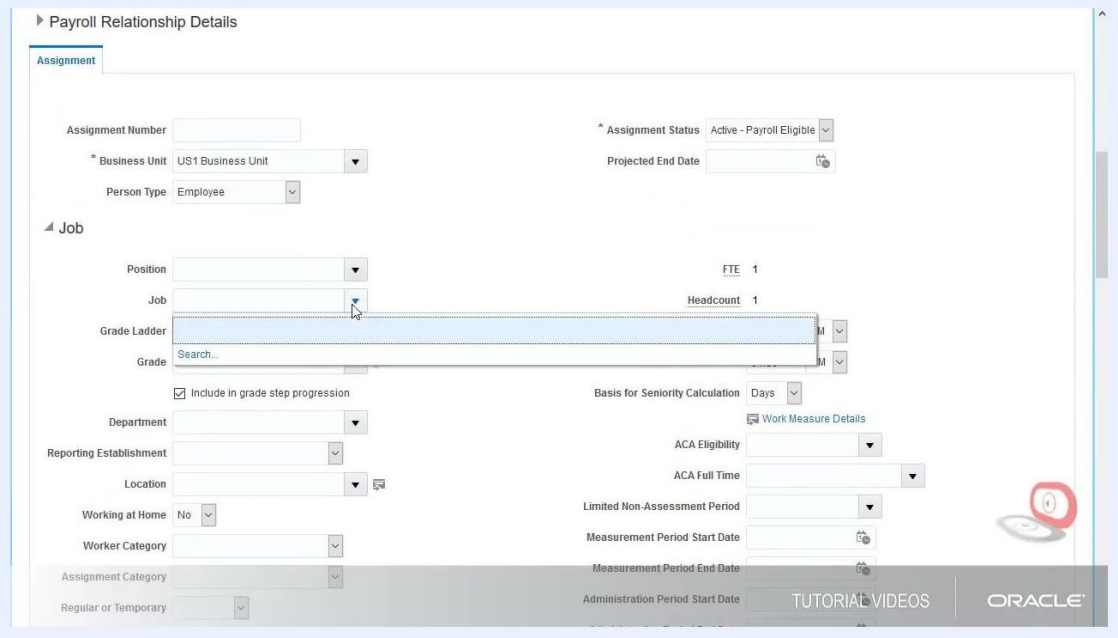
Step 4: Verify the person information when you rehire the employee

Confirm the following details:

- Name: Mike Smith
- Person Number: 107
- Work Email: mike.smith_ecnz@oracledemos.com
- Worker Type: Employee
- Legal Employer: US1 Legal Entity
- National ID: 568-25-4527
- Hire Date: 10/24/18

Then review and update the home address:

- Country: United States
- Address Line 1: 7 Main Street
- ZIP Code: 60603
- State: IL
- City: Chicago



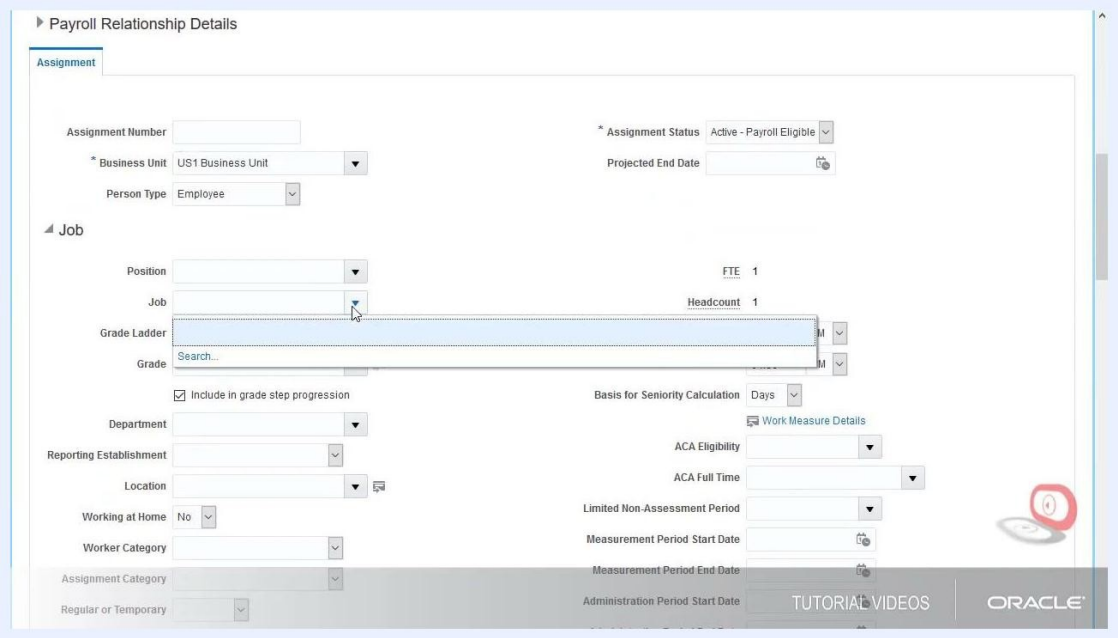
Person information screen showing Mike Smith's details, home address, and national ID

Step 5: Verify contact and citizenship information

Check the work phone, email, and citizenship status. Update them as needed.

Step 6: Record the I-9 documentation status

Set **I-9 Status** to **Not started** if the employee will bring the I-9 form on their first day. Enter any additional details required under **Work Relationship Details**.



Employment information screen with the I-9 Status dropdown and work relationship details

Step 7: Enter job and assignment details for the new position

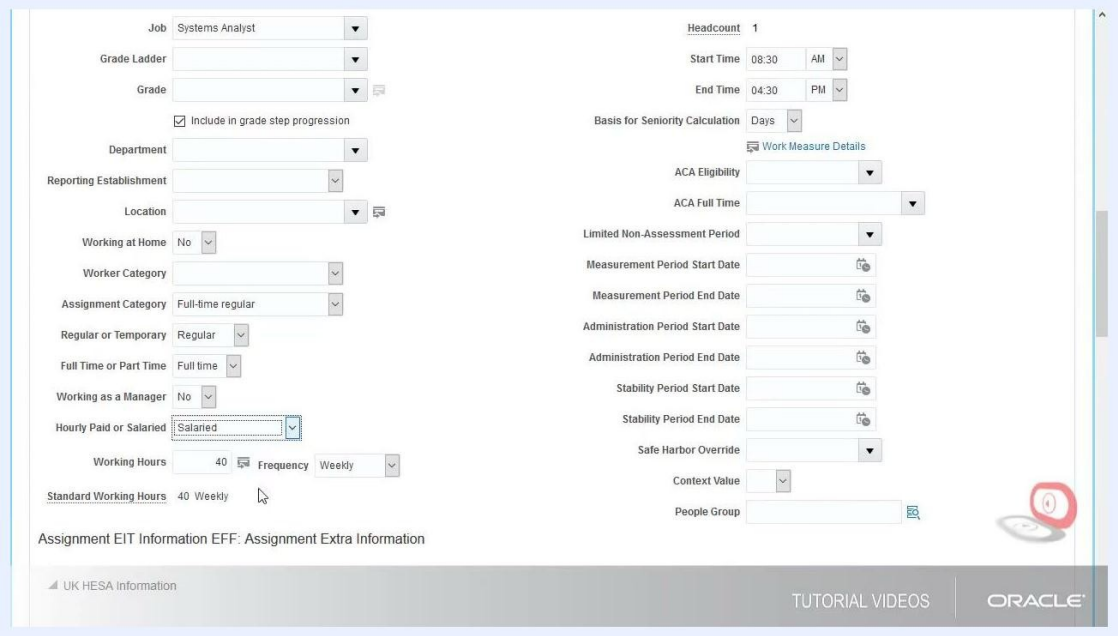
Under **Payroll Relationship Details**, fill in these fields:

- Business Unit: US1 Business Unit
- Person Type: Employee
- Assignment Status: Active - Payroll Eligible

Under **Job**, select or enter the following:

- Job: Systems Analyst
- Grade Ladder and Grade, as appropriate
- Department, Reporting Establishment, and Location, as needed
- Working at Home: No
- Worker Category and Assignment Category: Full-time regular
- Regular or Temporary: Regular
- Full Time or Part Time: Full time
- Working as a Manager: No
- Hourly Paid or Salaried: Salaried

- Working Hours: 40
- Frequency: Weekly



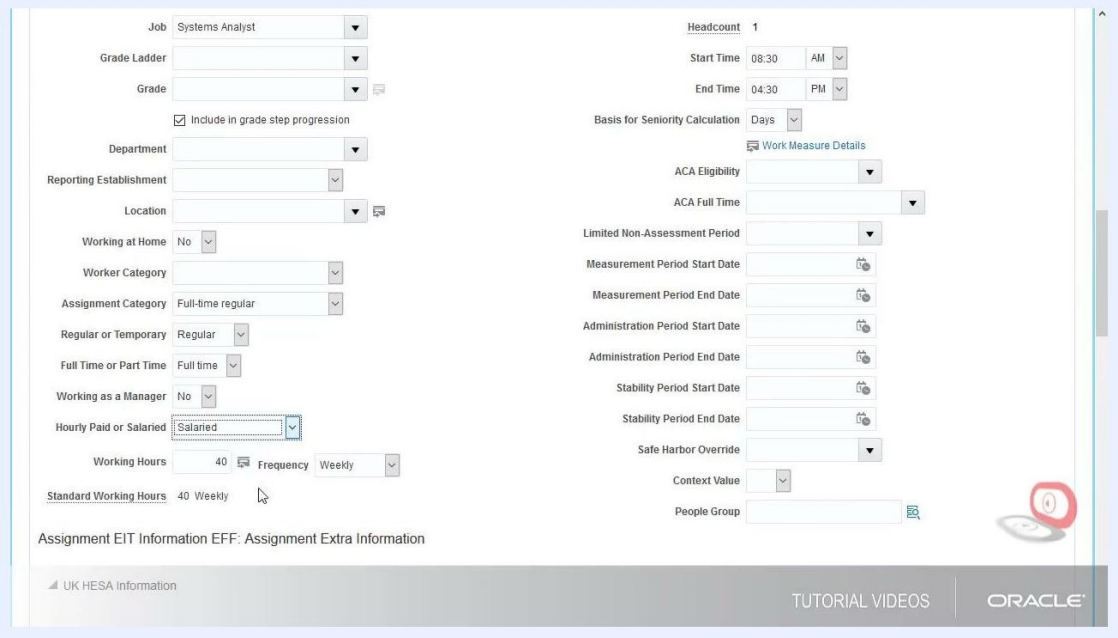
Job and assignment details with Systems Analyst selected, full-time, salaried, 40 hours weekly

Step 8: Assign the employee's manager

Under **Manager Details**, search for and select the manager from the list, then set the type:

- Name: Thomas Kendall
- Type: Line Manager

Enter probation and notice period details if they apply.



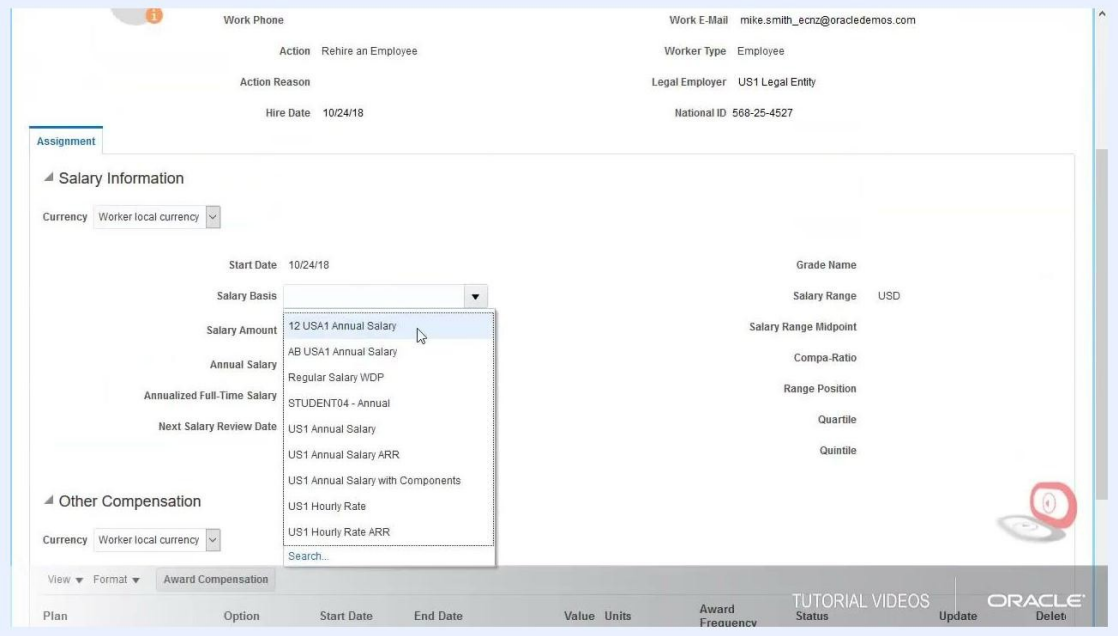
Manager Details section with the name search and Type set to Line Manager

Step 9: Enter salary and compensation details

In the **Salary Information** section, set the following:

- Currency: Worker local currency
- Start Date: 10/24/18
- Salary Basis: US1 Annual Salary (select it from the dropdown list)
- Salary Amount: 75,000

Confirm that the annual salary is set to $75,000.



Salary Information section with the Salary Basis dropdown and Salary Amount set to 75,000

Step 10: Confirm the role assignment

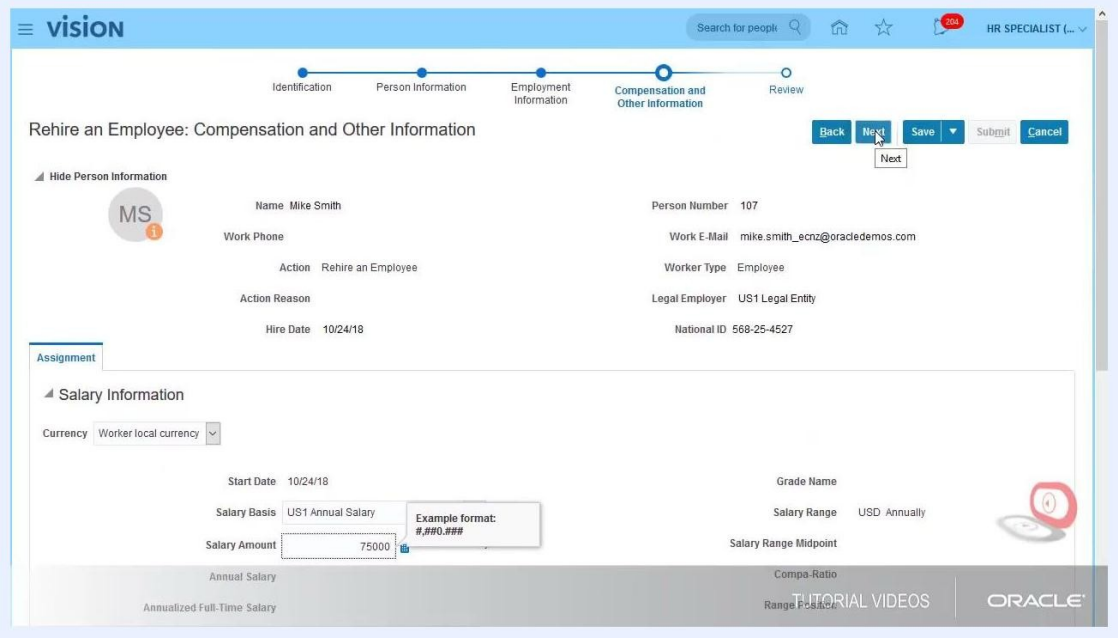
Verify that the **Employee** role is assigned automatically. If the employee needs additional roles, add them in this section. This example doesn't need any additional roles.

Step 11: Review all information before you submit

Click **Next** to open the review screen. Check all details for accuracy, including:

- Name: Mike Smith
- Person Number: 107
- Work Email: mike.smith_ecnz@oracledemos.com
- Worker Type: Employee
- Legal Employer: US1 Legal Entity
- National ID: 568-25-4527
- Hire Date: 10/24/18

- Salary Amount: 75,000



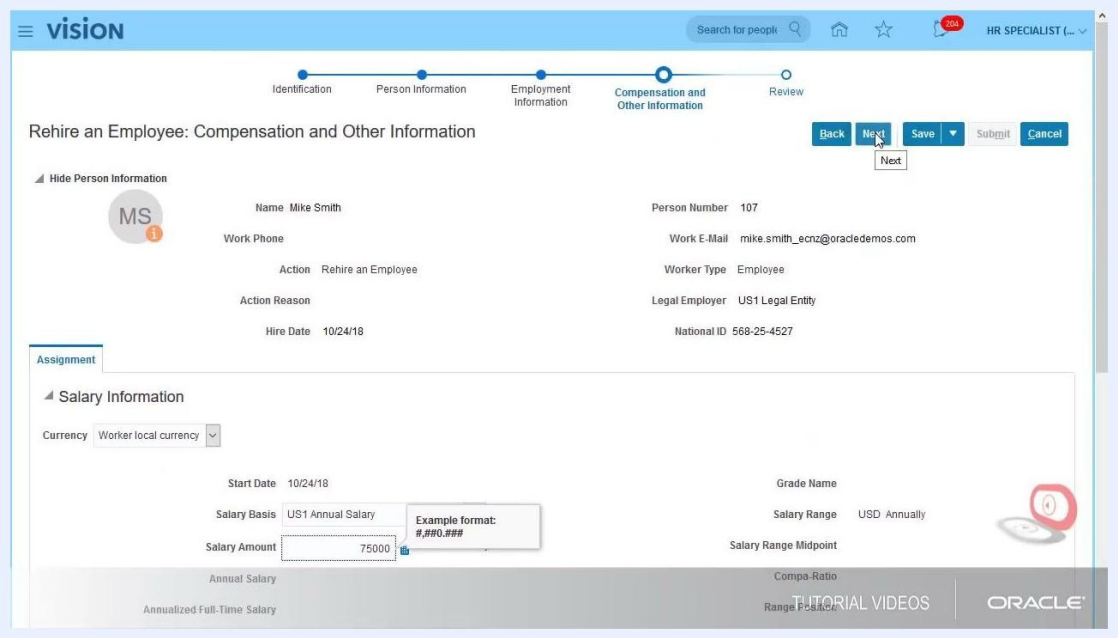
Review screen listing all employee details with the Submit button highlighted

Step 12: Submit the rehire request

When you have verified all the information, click **Submit** to complete the rehire process.

Step 13: Add or update information after the start date

If any information is missing or needs updating, return to the employee's record after their start date and make the changes. For example, you can add details in the payroll and time definition section.



Payroll and time definition details section, showing where you can add information after the hire

Summary

You now know how to rehire an employee in Oracle Fusion using the Oracle Vision HR system. You started the Hire an Employee task, selected the existing person record, and verified personal, job, manager, and salary details. You then reviewed everything and submitted the request.