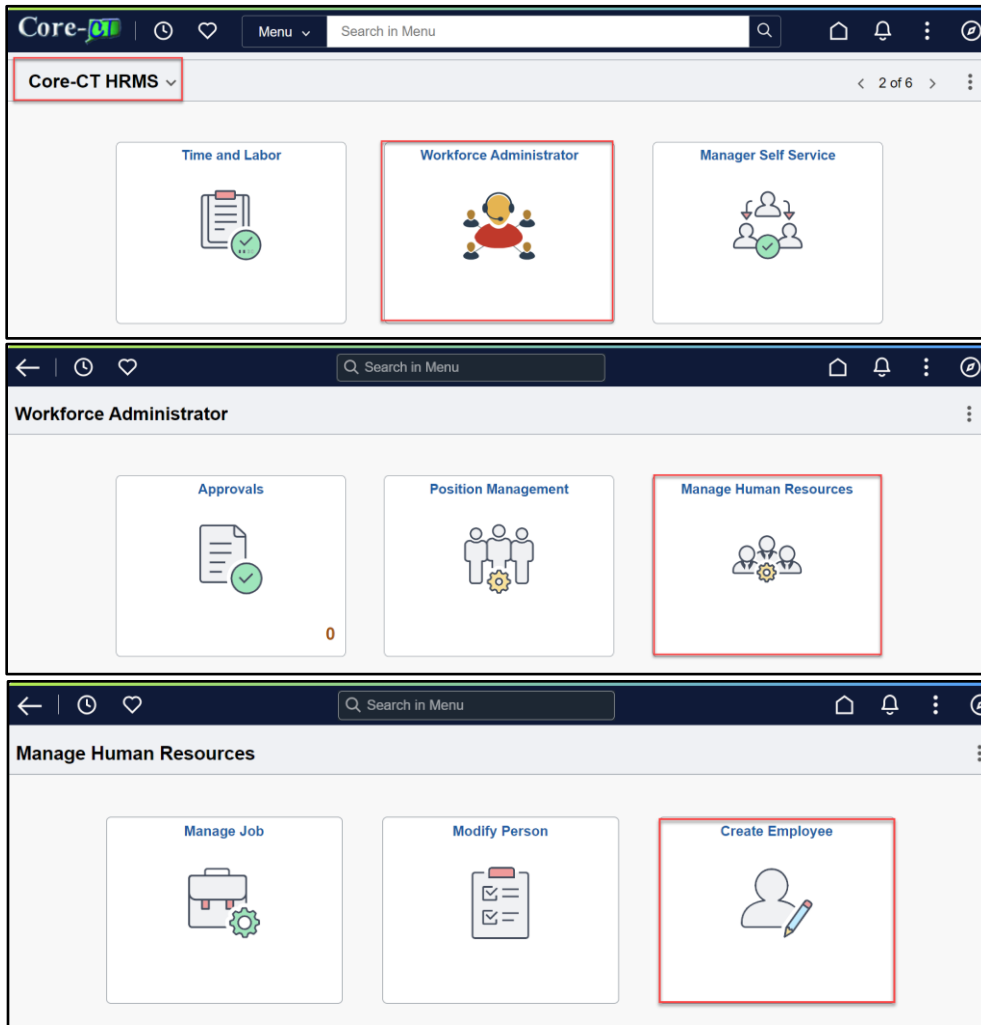**HRMS Hire/Rehire Job Aid**

Example One:

If an employee previously worked for the state but was not converted into Core-CT, you would navigate to:

Core-CT HRMS> Workforce Administration> Manage Human Resources> Create Employee

Click on the **Add National ID** button.

Enter the Social Security Number in the **National ID** field and tab out; you will receive a message stating the number matches a value currently on file in the SERS database.
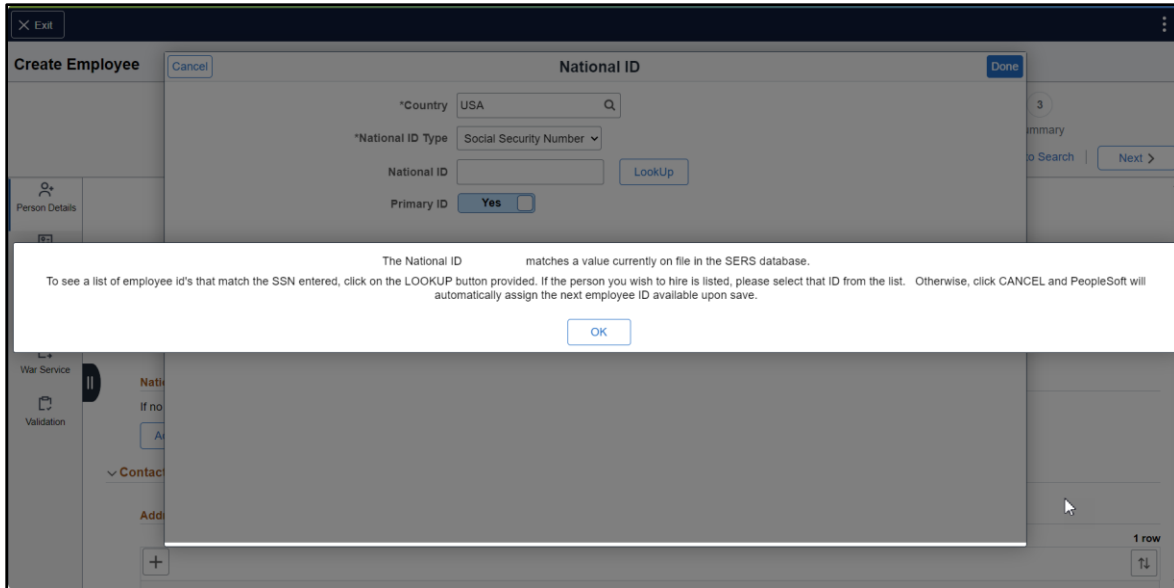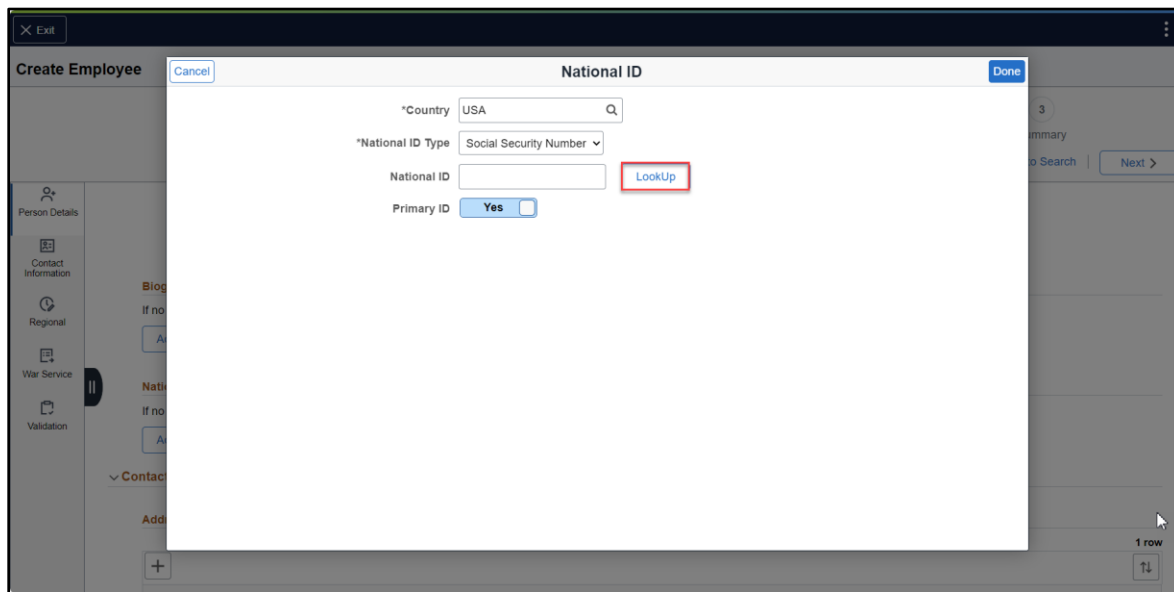
Once you click on the **OK** button, you will then see a "**Lookup**" hyperlink, click on the hyperlink.


This brings you to the **SERS Empl Id List** page. If this is the correct employee you will click on the **employee number**, if not please call the help desk. This means another employee has this employee's social security number and will need to be researched. If two employee numbers appear, please click on the lowest number.

Warning: *If you do not follow this process correctly a new employee ID number will be issued.*
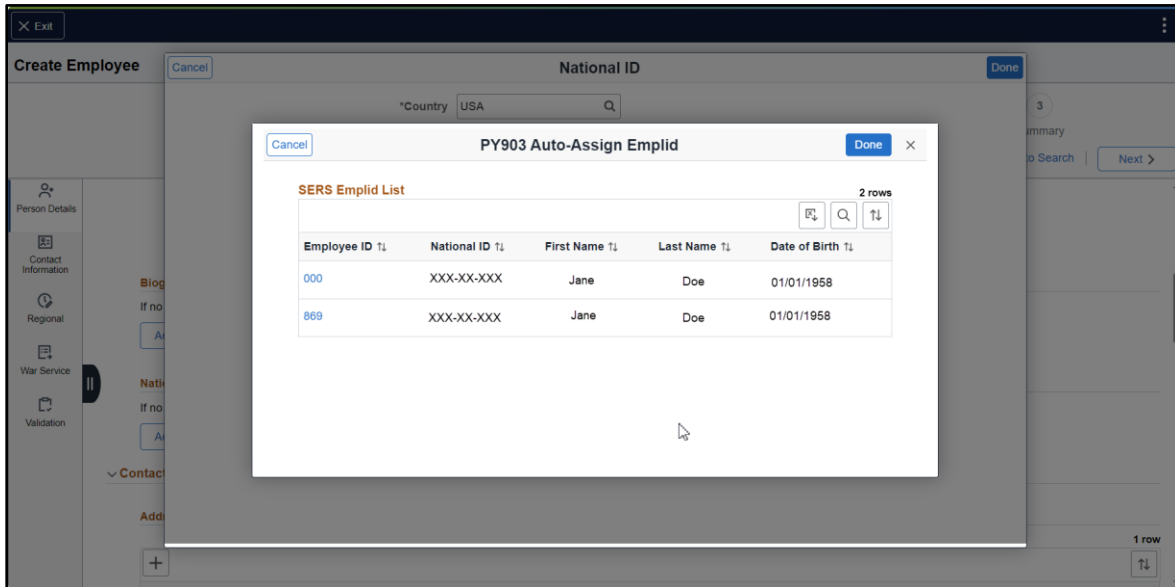
Example Two:

If you are attempting to hire an employee and are unaware they currently work for the state at another state agency. You will navigate to:

Core-CT HRMS> Workforce Administration> Manage Human Resources > Create Employee.

When you enter the social security number on the **National ID** field and tab out; you will receive a message stating the number is already in use by another employee. There will not be a hyperlink that says "Lookup" so at this point, you need to contact DAS Central Auditing to have them review the employee. (This may be a transfer, rehire, or concurrent hire situation.)

Warning: If you continue with this process a new employee ID number will be issued.