

! It is not possible to copy an employee on a delimited position. Please check in Organizational Management that the expected position is still valid. To do this, simply click on the position in 'Change Position', and check in Object and Assignments that the end dates are later than the start date of the new contract.

The image shows two side-by-side panels from an HR system. The left panel, titled 'Human Resources Assistant [51315318]', displays details for the position: English, French, German; Position name: Human Resources Assistant; Object abbreviation: Assistant re; Start date: 01.01.1900; End date: 31.12.9999. It includes 'Change' and 'Add' buttons. The right panel, titled 'Assignments', shows 'Organizational asgn.' details: Start Date: 01.01.1900, End Date: 31.12.9999, ID of related object: Recruitment [50872924]; Position name: Human Resources Assistant; Relationship: Belongs to; Type of related object: Organizational unit; ID of related object: Recruitment [50872924]. It also includes 'Change' and 'Delimit' buttons.

If not, click Edit or create a new position.

Copy the contract:

The image shows a 'Hiring Actions' menu with a circled '1' next to the title. The menu items are: 'Select an action to request a personal change', 'Hire a person', 'Add New Contract', and 'Copy Contract' (which is highlighted with a blue background and a circled '2').

The image shows a 'Contract Parameters' menu with a blue header and a circled '3' next to the title. The menu items are: 'Reports List', 'Results List', 'Employee Data', 'Organizational Entity', 'Data Entry Tools' (with 'Copy Contract' highlighted and circled '3'), 'International Reports', and 'International Data Entry Tools'.

To rehire a person who is out of the workforce and on the same conditions:

- 1 Navigate to Employee Data > Recruitment.
- 2 Click Copy Contract.
- 3 In the reports, click Copy Contract again.

COPY CONTRACT

HrOnlineLux 32_01_Rehiring_HR

Copy contract 3

Hire Date *

Employee Selection 4

Personnel Number

Legacy ID Number

First name

Last name

Payroll Area

Company Code

Personnel Area

Personnel SubArea

Employee Group

Employee SubGroup

Contract Type

Contract Start Date

Contract End Date

4

3 Enter the start date of the new contract in **Date of entry**.

4 At your convenience, fill in at least one of the fields available in **Employee Selection** in order to find the desired contract. Then, click on **Search**.

Select	Personnel Number	Name	Legacy ID Number	Company Code	Contract Type
<input type="radio"/>	80004864	ANDRE PIERRE	80004864	BUSINESS TRAVEL	Fixed term contract
<input checked="" type="radio"/>	80004978	ANDRE PIERRE	80004864	BUSINESS TRAVEL	Fixed term contract
<input type="radio"/>	80004979	ANDRE PIERRE	80004864	BUSINESS TRAVEL	Fixed term contract

(3)

5

Here we will choose the beginning of the surname.

5 Select the contract and click on **Start**.

COPY CONTRACT

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Copy contract

Hire Date	<input type="text" value="01 . 01 . 2018"/>	
Contract Type	<input]<="" td="" type="text" value="Fixed term contract [(2)"/>	
Contract End Date	<input type="text" value="31 . 10 . 2018"/>	
Payroll Area	<input type="text" value="Payroll relevant [L0]"/>	
Company Code	<input type="text" value="BUSINESS TRAVEL [Q]"/>	
Personnel Area	<input type="text" value="BUSINESS TRAVEL [Q]"/>	
Personnel SubArea	<input type="text" value="BUSINESS TRAVEL [Q]"/>	
Position	<input type="text" value="Accountant [50425643]"/>	
Employee Group	<input type="text" value="Regular"/>	
Employee SubGroup	<input type="text" value="White Collar"/>	
Legacy ID Number	<input type="text"/>	6

7

- 6** Delete the legacy ID Number
 - 7** By default, you view the information about the contract that you originally copied, so that you can modify them to match the new contract. Then, click **Submit**.
Priority: The end date of the contract
Position: active position or new position.
- !** See above, it is not possible to copy an employee on a delimited position.

Contract 80004980 was created correctly for Pierre Andre with contractperiod 01.01.2018 - 31.10.2018 for company BUSINESS TRAVEL

● Personnel Number	80004980
Hire Date	01.01.2018
Contract End Date	31.10.2018
Name	ANDRE PIERRE
Contract Type	Fixed term contract
Payroll Area	Payroll relevant
Company Code	BUSINESS TRAVEL
Personnel Area	BUSINESS TRAVEL
Personnel SubArea	BUSINESS TRAVEL
Employee Group	Regular
Position	Accountant
Employee SubGroup	White Collar
Legacy ID Number	

Exit

You have the possibility to fill some additional fields allowing you for example:

- to change the type of contract, in the case of a transfer from CDD to CDI on the same item,
- change the parent company in the case of hiring on an equivalent position but in another entity of the group.

Type of contract: CDD / CDI / Stage etc.

Settlement slice: concerned or not by the Securex payroll.

Company: if transfer to another group company.

A message confirms the good copy of the contract.

 *The time data are not taken again!*