

! *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.*

Human Resources Assistant [51315318]

Object

English [French](#) [German](#)

Position name Human Resources Assistant

Object abbreviation Assistant re

Start date 01.01.1900

End date 31.12.9999

[Change](#)

[+ Add](#)

Assignments

Organizational asgn. [Role assignment](#)

Start Date	End Date	ID of related object
01.01.1900	31.12.9999	Recruitment [50872924]

Position name Human Resources Assistant

Relationship Belongs to

Type of related object Organizational unit

ID of related object Recruitment [50872924]

[01.01.1900 - 31.12.9999](#)

[Change](#) [Delimit](#)

If not, click Edit or create a new position.

Copy the contract:

Hiring Actions **1**

Select an action to request a personal change

[Hire](#) a person

Add [New Contract](#)

[Copy Contract](#) **2**

Contract Parameters **Employee parameters**

[Reports List](#) [Results List](#)

Employee Data

Organizational Entity

Data Entry Tools

[Copy Contract](#) **3**

International Reports

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.

! *Remember to finish the contract of the person beforehand. See Helpcard HRonlineLux 04_1_Find a contract.*

COPY CONTRACT

HrOnlineLux 32_01_Rehiring_HR

Copy contract

3

Hire Date *

01 . 01 . 2018

4

Employee Selection

Personnel Number

Legacy ID Number

First name

Last name

andré

Payroll Area

Company Code

Personnel Area

Personnel SubArea

Employee Group

Employee SubGroup

Contract Type

Contract Start Date

DD . MM . YYYY

Contract End Date

DD . MM . YYYY

4

Search

- 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

Start

Cancel

Here we will choose the beginning of the surname.

- 5 Select the contract and click on [Start](#).

COPY CONTRACT

HrOnlineLux 32_01_Rehiring_HR

Copy contract

Hire Date	<input type="text" value="01 . 01 . 2018"/>	
Contract Type	<input 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" value="80004864"/>	

6

- 6** 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	80004864

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!*