

Verifying Person data for Rehires or Transfers

Add Person

Select this button in order to pull the person's personal data information from Recruiting Solutions.

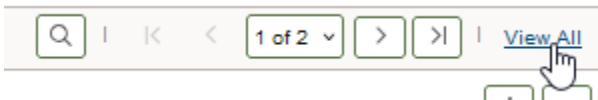
Add Person

Manage Hires requires you to click *Add Person* for each transaction before you add the job.

It will create new rows for an existing employee and these new rows need to be reviewed.

Biographical Details tab

Name



Click *View All* to see previous and new rows

Use your best judgement and assume previous data is correct unless you have been told otherwise.

*Effective Date	07/04/2021	<input type="button" value="Edit Name"/>
*Format Type	English	
Display Name	[Redacted]	
Effective Date	05/17/2021	<input type="button" value="Edit Name"/>
Format Type	English	
Display Name	[Redacted]	

Use the *Edit Name* buttons to verify names (including Middle Name/Initial)

- Remember, name needs to match SS card and display legal name
- If both names match legal name, delete new row

*Effective Date	07/04/2021	<input type="button" value="+"/> <input type="button" value="-"/>
*Format Type	English	

Name	<input type="button" value="Q"/> <input type="button" value="K"/> < 1 of 1 >
Effective Date	05/17/2021

- If name has changed since previous row, leave new row showing new legal name

Biographical History

Biographical History | < 1 of 2 > > | [View All](#)

Click [View All](#) to see previous and new rows and compare the data.

Use your best judgement and assume previous data is correct unless you have been told otherwise.

*Effective Date	07/04/2021	<input type="button" value="Calendar"/>
*Gender	Male	<input type="button" value="v"/>
*Highest Education Level	Masters Level Degree	<input type="button" value="v"/>
*Marital Status	Unknown	As of 10/04/2021 <input type="button" value="Calendar"/>
Language Code	<input type="button" value="v"/>	
Alternate ID	<input type="text"/>	
	<input type="checkbox"/> Full-Time Student	
*Effective Date	02/13/2019	<input type="button" value="Calendar"/>
*Gender	Male	<input type="button" value="v"/>
*Highest Education Level	Not Indicated	<input type="button" value="v"/>
*Marital Status	Married	As of 06/25/2016 <input type="button" value="Calendar"/>
Language Code	<input type="button" value="v"/>	
Alternate ID	<input type="text"/>	
	<input type="checkbox"/> Full-Time Student	

- Highest Education Level is now coming through as *Masters Level Degree*. Since this is a change, the new row should remain
- Marital Status came from TAM as *Unknown*. Unless you have information that they are divorced you should copy the Marital Status & As of date on the new row.

If all data is correct on the previous row, delete the new row

*Effective Date	07/04/2021	<input type="button" value="Calendar"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
*Gender	Male	<input type="button" value="v"/>		
Biographical History <input type="text"/> <input type="button" value="K"/> < 1-1 of 1 >				
*Effective Date	02/13/2019	<input type="button" value="Calendar"/>		

Contact Information tab

Addresses

Address Type	As Of Date	Status	Address	
Home	07/04/2021	A	2532 Blaine Street Stevens Point, WI 54481 Portage	Edit/View Address Detail

Click *Edit/View Address Detail* to see previous and new rows and compare the data.

Use your best judgement and assume previous data is correct unless you have been told otherwise.

Address History

1 of 2

*Effective Date: 07/04/2021
Country: USA
*Status: A
[Add Address](#)

Address: 2532 Blaine Street
Stevens Point, WI 54481
Portage

+ -

Delete row 1

Effective Date: 05/17/2021
Country: USA
Status: A

Address: 2532 Blaine St
Stevens Point, WI 54481-4703
Portage

+ -

- If the address is the same, delete the new row
- If the address has changed (and you have verification of the change), keep the new row

Regional tab

History/Veteran

History | < << 1 of 2 >> > | [View All](#)

Click *View All* to see previous and new rows and compare the data.

Use your best judgement and assume previous data is correct unless you have been told otherwise.

Effective Date	<input type="text" value="07/04/2021"/>	Date Entitled to Medicare	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Citizenship (Proof 1)	<input type="text"/>	Citizenship (Proof 2)	<input type="text"/>		
<input type="checkbox"/> Eligible to Work in U.S.					
Veteran					
Military Status	<input type="text" value="Veteran"/>				
Military Discharge Date					Edit Discharge Date
Effective Date	<input type="text" value="05/17/2021"/>	Date Entitled to Medicare	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Citizenship (Proof 1)	<input type="text"/>	Citizenship (Proof 2)	<input type="text"/>		
<input checked="" type="checkbox"/> Eligible to Work in U.S.					
Veteran					
Military Status	<input type="text" value="Veteran"/>				
Military Discharge Date					Edit Discharge Date

- If the Military Status is the same, delete the new row
- If the Military Status has changed (and you have verification of the change), keep the new row