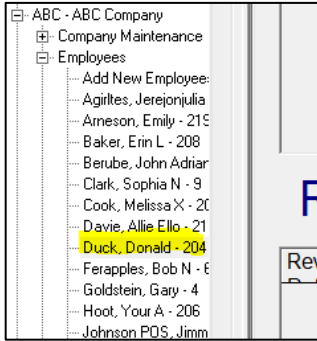


### M3 – STATUS/POSITION TAB

Below are the instructions to update your employees' status (active/terminated) and position/location as needed.

1. Login to M3
2. Click on the Employee's name on the left hand "tree"



3. Click on the Status/Position tab



#### 4. TERMINATION AN EMPLOYEE:

A screenshot of the 'Status - Duck, Donald (204)' form. The 'Employee Status' section contains the following fields:
 

- Emp Status:** A dropdown menu with 'T' selected.
- Empl Type:** An empty dropdown menu.
- Pay Group:** An empty dropdown menu.
- Hire Date:** A text box containing '09/14/2010'.
- Rehire Date:** A text box containing '01/01/2013' and a 'Rehire' button.
- Term Date:** A text box containing '09/21/2016'.
- Term Reason:** An empty dropdown menu.
- LOS:** A text box containing '6' and a dropdown menu with 'Y' selected.
- Adj Seniority:** A text box containing ' / / '.

 The 'Payroll Groups' section at the bottom has a 'Reapply' button and two buttons with asterisk and X symbols.

\*Note: You will also want to end date any active Deductions, Direct Deposits, Auto Pays, or Insurance (separate tabs).

M3 – STATUS/POSITION TAB

5. REHIRE AN EMPLOYEE:

- a. Use the Rehire Wizard by clicking Rehire

Status - Duck, Donald (204)

Employee Status

Emp Status	Empl Type	Pay Group
T		

Hire Date: 09/14/2010      Rehire Date: 01/01/2013      **Rehire**

Term Date: 09/21/2016      Term Reason:

LOS: 6      Y      Adj Seniority: //

- b. Follow the prompts on the screen by clicking next, then Active, then enter the rehire date respectively.

Rehire EE

**Welcome to the Rehire Employee Wizard.**

Welcome to the Employee Rehire Wizard. This wizard will allow you to properly rehire an employee. The wizard will also allow you to re-set the employee to be re-reported for New Hire Reporting.

You are rehiring employee: 204 Donald Duck within Company: ABC Company. Employee was previously terminated on: 9/21/2016; no termination reason provided.

Press Next to begin the process.

**Next >**      Cancel

Rehire EE

**Employee Rehire Wizard: Employee Status**

Select the Employee's status below.

Presently Donald Duck has an employee status of T.

To make the employee active select one of the following status codes: Active.

Employee Status: **Active**

< Back      Next >      Cancel

Rehire EE

**Rehire Date**

Enter the date of rehire for : Donald Duck within company: ABC.

Rehire Date: 09/22/2016

< Back      **Next >**      Cancel

**M3 – STATUS/POSITION TAB**

**REHIRE AN EMPLOYEE CONTINUED**

c. Click YES to repost and then Done.

Rehire EE

**New Hire Reporting**

Do you want to re-report this employee?  
Most states require that employees be reported on rehire.

Yes - Re-report this Employee.  
 No - Do not re-report

< Back   **Next >**   Cancel

Rehire EE

**Update Database**

The following changes will be made:

Employee 204 Donald Duck will be rehired as of 09/22/2016.  
The employee's status will change from T to A.  
This employee will be re-reported in the next New Hire processing.

Please review the information list above. If you need to correct or change anything you must press Back and do it now. Once you press Next the changes will be made and you will not be able to go back and change them.

< Back   **Next >**   Cancel

Rehire EE

**Rehire Completed**

Employee was successfully rehired.

Done

6. **CHANGING DEPARTMENT/LOCATION/POSITION:**

a. Click the appropriate drop down box and change or add as needed.

Home Department/Cost Centers

<b>Position</b>	400	Research and Development
<b>Department</b>	100	Office
<b>Job</b>	01	Amarillo

**M3 – STATUS/POSITION TAB**

**7. ADDING WORKERS COMP CODE:**

Title		<input type="checkbox"/> Officer
<input type="text"/>		
EEO Class	<b>Work Comp</b>	
<input type="text" value="3"/>	<input type="text" value="8810"/>	<input type="checkbox"/> OT Exempt

8. **Press F11** on your keyboard to SAVE all changes. The text will no longer be blue.