

AutoEnroll

Processing Rehires

1. Login to AutoEnroll at www.ppienroll.com.
2. Search for an employee by name or social security number.
3. Click on the Actions drop down menu and select "Edit/Term".
4. Click on the gray "Administration" box, and then select "Rehire".
5. Enter the effective date of change, which means **the date the rehired employee will become benefits eligible, NOT the date of rehire**.
6. Next, click on the blue "Edit" button in the Employment Information section, and **add the Date of Rehire**.

Harry Smith

Please select an action

Please select an action

Edit/Term (selected)

History

Benefit Summary

▼ ADMINISTRATION

Examples:
Administrator Correction
Administrator Override

COBRA Election

Corrections

Rehire (selected)

Employment Information

Date of Hire: 02/11/2015	Structure: Sample :: 12345 :: Employee :: Active
Date of Rehire:	Date of Termination: 09/15/2015
Job Title: CEO	Employment Status: Terminated
Employee #: 12345	Voluntary
Employment Zip:	Payroll Frequency: Semi-Monthly
Date Benefit Status:	Variable Hours: 0
ACA End DOE:	Average Hours: 0

7. **Remove the Date of Termination.**
8. **Change Employment Status from terminated to full-time or part-time.**
9. **Remove the Termination Reason by clicking back to "Please Select One".**
10. Confirm the rest of the information and make changes if necessary. Click "Next".
11. Review/update the employee's compensation information, dependent information, and make their benefit elections.
12. Click "Approve".

Employment Information

Date of Hire: * 02/11/2015	MM/DD/YYYY
Date of Rehire: 10/10/2022	MM/DD/YYYY
Date of Termination: 09/15/2015	MM/DD/YYYY
Job Title: CEO	
Employment Status: Full-time	
Termination Reason: Please Select One	

Employee Information

Date of Hire: 02/11/2015	Structure: Sample :: 12345 :: Employee :: Active
Date of Rehire: 10/10/2022	Date of Termination: 09/15/2015
Job Title: CEO	Employment Status: Full-time
Classification: 0 Classification	Employee #: 12345
Employment State: NO_CHANGE	Payroll Frequency: Semi-Monthly
Benefits Eligible: A Begin DOE:	Variable Hours: 0
ACA End DOE:	Average Hours: 0