

## **Miami-Dade County**



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# **Special Intra-Company Re-Hire Action Reasons Job Aid**

**Course Code: DPR 321**

**Course Title: Recruitment**

***Updated 02-19-2025***

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## PURPOSE AND DESCRIPTION

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### **Purpose**

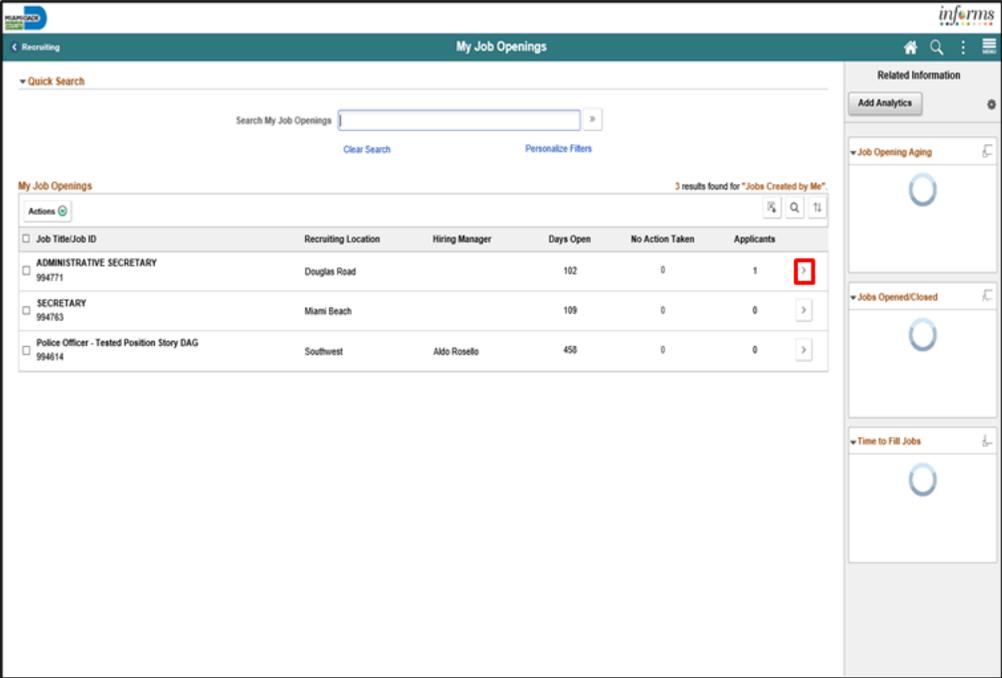
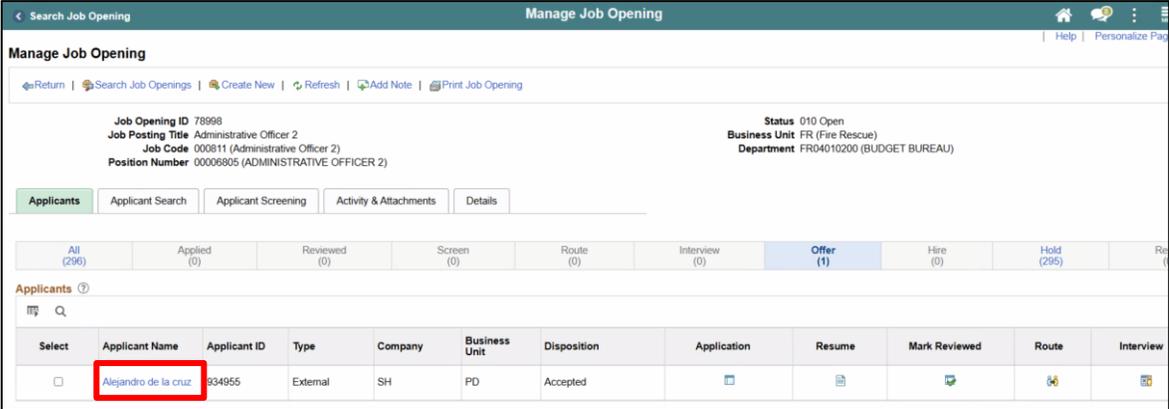
This document explains the key activities involved in special intra-company re-hire actions. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

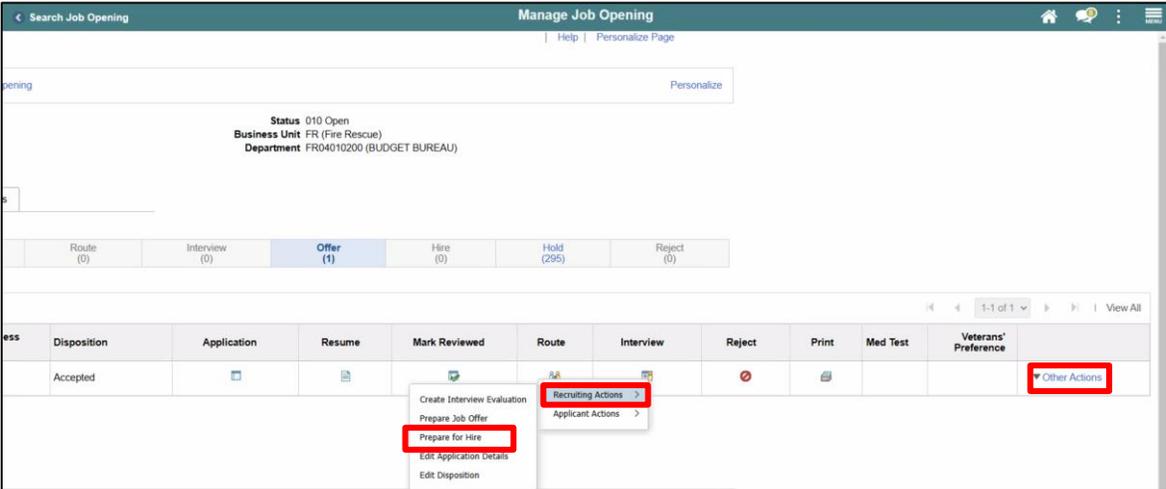
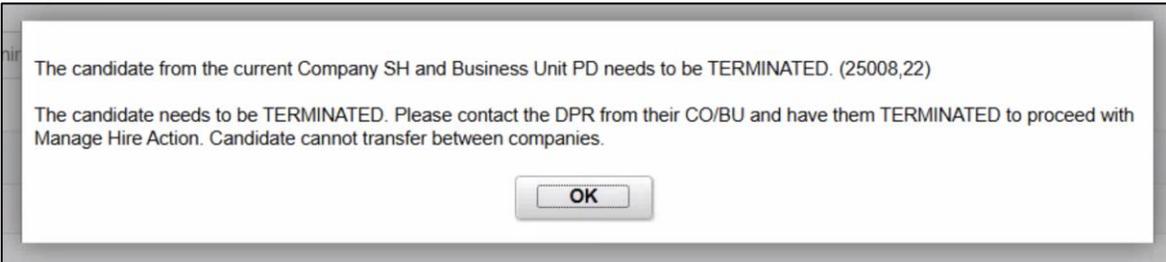
### **Key Points**

Candidates cannot be transferred between companies (MDC, and/or any of the Constitutional Offices). To hire a candidate who is currently employed by another company, the candidate must first be terminated by the company they are currently employed by and rehired by the new company. This special intra-company re-hire action reasons are to be used for the following types of re-hires: Miami-Dade to Constitutional Office and Constitutional Office to Miami-Dade.

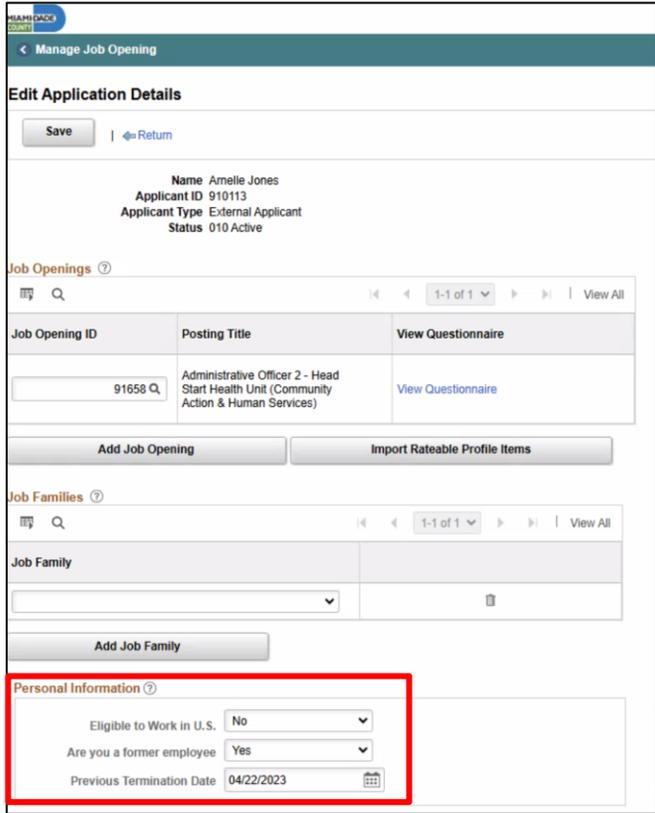
## SPECIAL INTRA-COMPANY RE-HIRE ACTION REASONS JOB AID

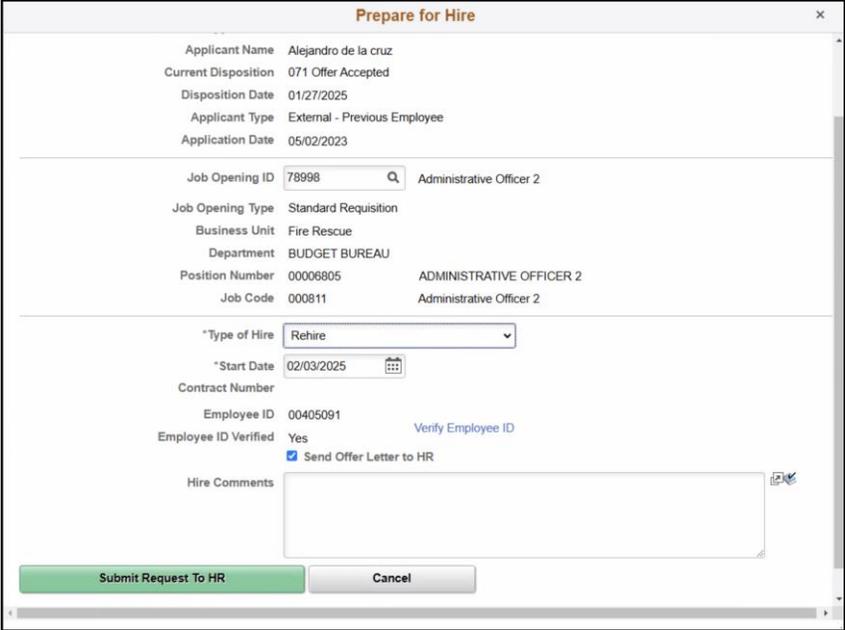
Step	Action
	<p>Special intra-company re-hire action reasons must be used to re-hire a candidate across companies. The candidate must be terminated by the current company and rehired by the new company. After the candidate’s offer has been approved by Human Resources, and accepted, the Prepare for Hire action will become available. To successfully prepare the candidate for hire, the candidate must be terminated by their <b>CURRENT COMPANY</b> using the action <b>Termination</b> and the reason <b>Transfer between Companies</b>.</p> <p>This termination will allow the receiving company to proceed forward with the Prepare for Hire action. The receiving company will execute the Manage Hire using the action <b>Rehire</b> and reason <b>Transfer between Company</b> to properly identify the intra-company transfer. This process will require close coordination between the DPRs or personnel staff processing these actions for each company.</p> <p>For Property Appraiser (PA) employees who are being re-hired by the County, PA Human Resources must complete the <b>Property Appraiser Re-Hire Action Form</b> available at <a href="#">Miami-Dade HR Resources</a>. Once completed, the form should be sent to INFORMS <a href="mailto:HR-INFORMS@miamidade.gov">HR-INFORMS@miamidade.gov</a>. This process is necessary to restore leave balances, longevity benefits, and years of continuous service to employees.</p> <p>Please note this special intra-company re-hire action is allowed for current employees who were ACTIVE at the time of the conversion to the new Constitutional Office structure. <b>Employees who were either hired or rehired on or after 01/07/2025 are not eligible for this special action arrangement regardless of Company.</b></p> <p>Additionally, this special action combination is a ONE-TIME use ONLY. Employees who transfer back to their original company will terminate and be rehired using standard action reason combinations. This special action reason will not be allowed for more than one use. This special action reason combination will be in effect for ONE calendar year (01/07/2025 – 01/07/2026), after which this special combination will expire.</p> <p>The use of these specific action/reason codes ensures that CO employees who are re-employed by the County, as well as County employees who are hired by the COs after January 7, 2025, have their accrued leave balances, longevity benefits, and years of continuous service transferred, provided they are hired within one year of the transition date.</p>

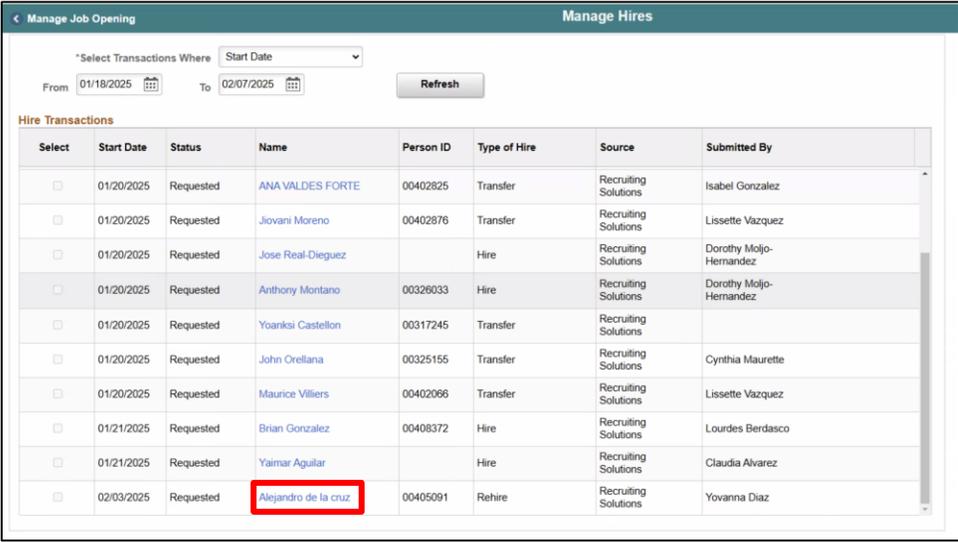
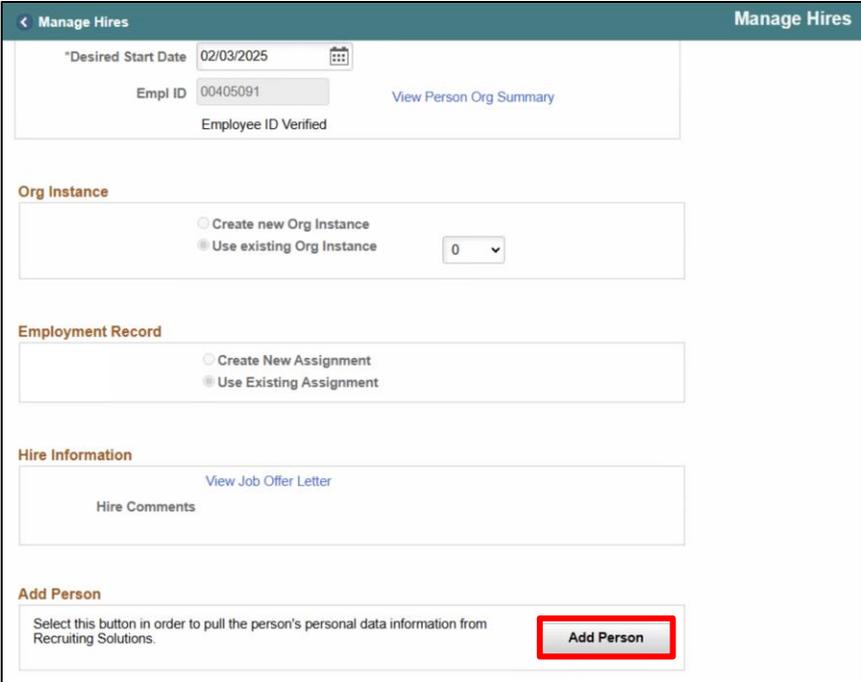
Step	Action																								
1.	Log into <b>INFORMS</b> .																								
2.	Navigate to: <b>Human Resources (HCM) &gt; Recruiting &gt; My Job Openings</b>																								
3.	<p>Select the <b>View Job Opening</b> button.</p>  <table border="1" data-bbox="277 552 1279 1230"> <thead> <tr> <th>Job Title/Job ID</th> <th>Recruiting Location</th> <th>Hiring Manager</th> <th>Days Open</th> <th>No Action Taken</th> <th>Applicants</th> </tr> </thead> <tbody> <tr> <td>ADMINISTRATIVE SECRETARY 994771</td> <td>Douglas Road</td> <td></td> <td>102</td> <td>0</td> <td>1</td> </tr> <tr> <td>SECRETARY 994783</td> <td>Miami Beach</td> <td></td> <td>109</td> <td>0</td> <td>0</td> </tr> <tr> <td>Police Officer - Tested Position Story DAG 994614</td> <td>Southwest</td> <td>Aldo Rosello</td> <td>458</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Job Title/Job ID	Recruiting Location	Hiring Manager	Days Open	No Action Taken	Applicants	ADMINISTRATIVE SECRETARY 994771	Douglas Road		102	0	1	SECRETARY 994783	Miami Beach		109	0	0	Police Officer - Tested Position Story DAG 994614	Southwest	Aldo Rosello	458	0	0
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4.	<p>Select the <b>Applicant</b>.</p>  <table border="1" data-bbox="277 1371 1446 1780"> <thead> <tr> <th>Select</th> <th>Applicant Name</th> <th>Applicant ID</th> <th>Type</th> <th>Company</th> <th>Business Unit</th> <th>Disposition</th> <th>Application</th> <th>Resume</th> <th>Mark Reviewed</th> <th>Route</th> <th>Interview</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Alejandro de la cruz</td> <td>934955</td> <td>External</td> <td>SHI</td> <td>PD</td> <td>Accepted</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Select	Applicant Name	Applicant ID	Type	Company	Business Unit	Disposition	Application	Resume	Mark Reviewed	Route	Interview	<input type="checkbox"/>	Alejandro de la cruz	934955	External	SHI	PD	Accepted					
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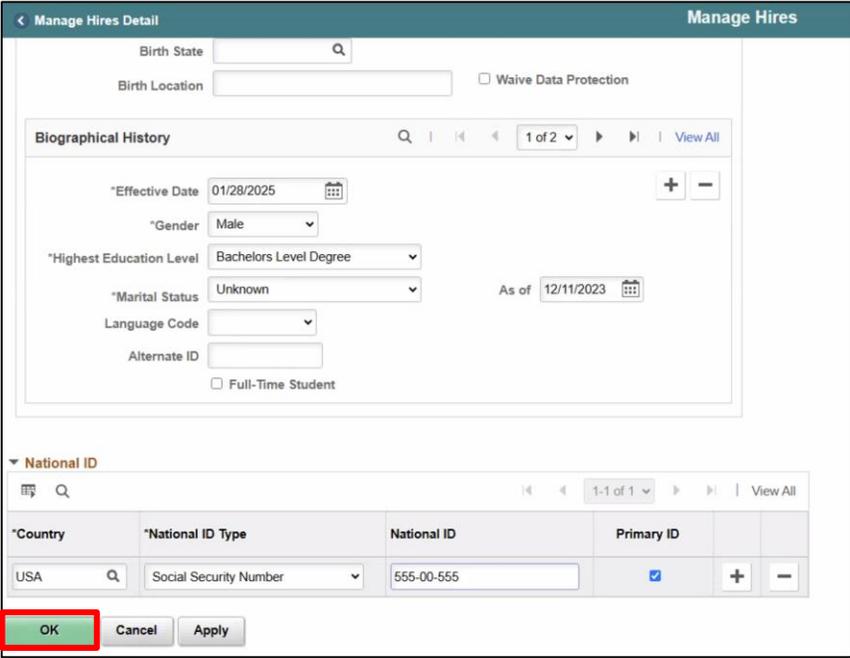
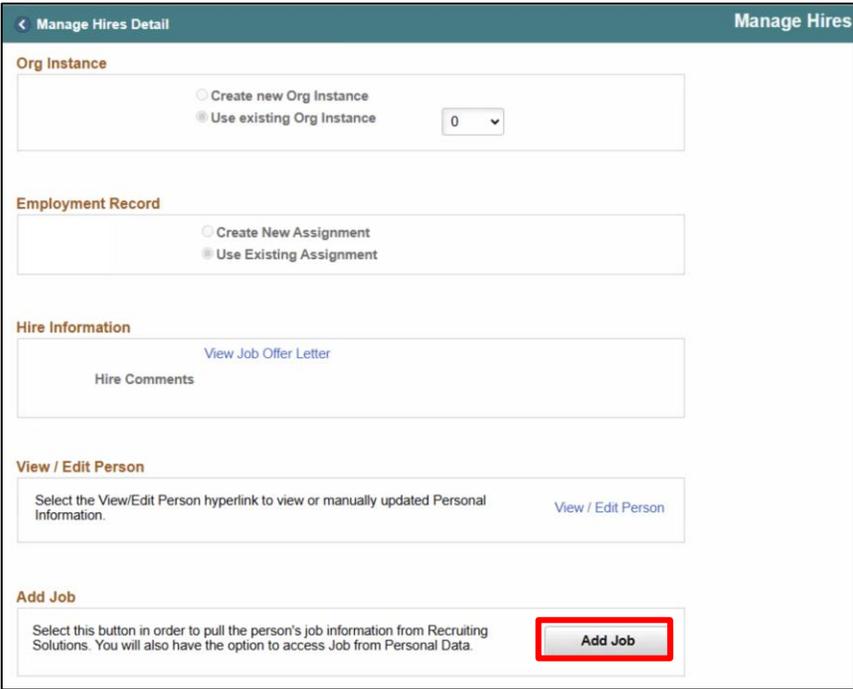
Step	Action
5.	<p>Select the <b>Other Actions</b> link. Select <b>Recruiting Actions</b> and select <b>Prepare for Hire</b> from the list.</p>  <p><b>Note:</b> The system will not allow the user to move forward with the <b>Prepare for Hire</b> step, to move forward with subsequent steps of the hiring process with a new company, if the termination has not been completed within the current company.</p>
6.	 <p><b>Note:</b> An error message will appear upon attempting to Prepare for Hire candidates from other companies who have not been <i>terminated</i> prior to this step. The message displayed will include clear instructions to contact the DPR of the candidate’s current company to process the termination.</p>

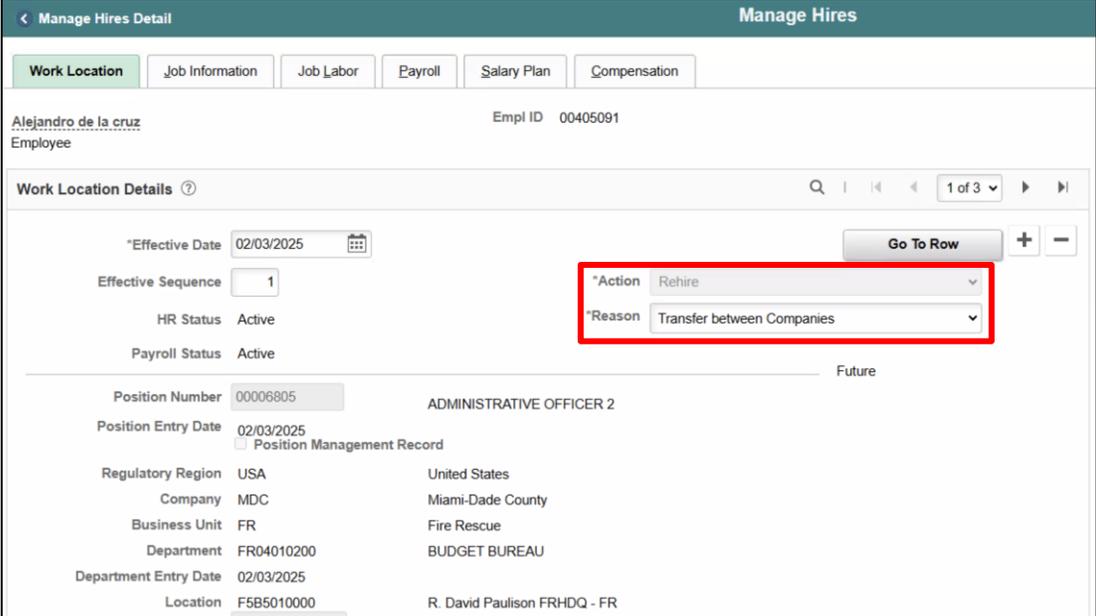
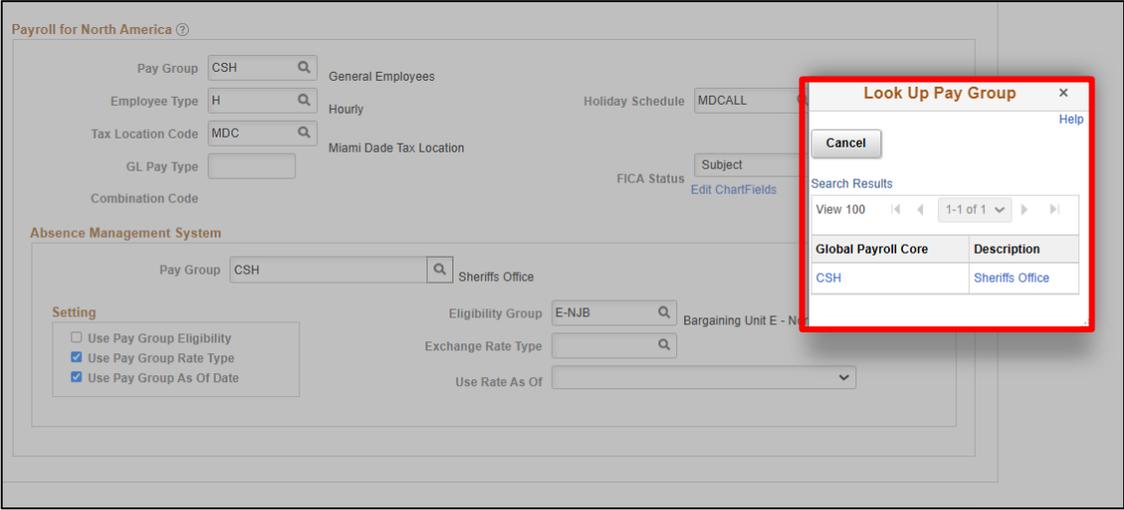
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7.	<p>To properly identify and process the termination through Job Data, the action reason code <b>Termination/Transfer between Companies</b> should be used.</p> <p><b>Note:</b> The current DPR is responsible for terminating the employee. This step does not apply to Property Appraiser.</p> <div data-bbox="277 548 1446 1188" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #2c4e64; color: white; padding: 2px;"> <span style="font-size: 0.8em;">Manage Applicant</span> <span style="float: right; font-size: 0.8em;">Job Data</span> </div> <div style="border-bottom: 1px solid #ccc; padding: 2px 0 2px 10px;"> <span style="background-color: #2c4e64; color: white; padding: 2px 5px; font-size: 0.8em;">Work Location</span> <span style="padding: 2px 5px; font-size: 0.8em;">Job Information</span> <span style="padding: 2px 5px; font-size: 0.8em;">Job Labor</span> <span style="padding: 2px 5px; font-size: 0.8em;">Payroll</span> <span style="padding: 2px 5px; font-size: 0.8em;">Salary Plan</span> <span style="padding: 2px 5px; font-size: 0.8em;">Compensation</span> </div> <div style="padding: 5px 10px;"> <p style="font-size: 0.8em; margin: 0;">Alejandro De La Cruz <span style="float: right;">Empl ID 00405091</span> Employee</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="font-size: 0.8em; margin: 0;">Work Location Details <span style="float: right;">1 of 6</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">*Effective Date</td> <td style="padding: 2px;">02/03/2025</td> <td style="width: 20%;"></td> <td style="width: 10%; text-align: right; padding: 2px;">Go To Row</td> <td style="width: 10%; text-align: right; padding: 2px;">+</td> <td style="width: 10%; text-align: right; padding: 2px;">-</td> </tr> <tr> <td style="padding: 2px;">Effective Sequence</td> <td style="padding: 2px;">0</td> <td style="padding: 2px;">*Action</td> <td colspan="3" style="padding: 2px;">Termination</td> </tr> <tr> <td style="padding: 2px;">HR Status</td> <td style="padding: 2px;">Inactive</td> <td style="padding: 2px;">*Reason</td> <td colspan="3" style="padding: 2px;">Transfer between Companies</td> </tr> <tr> <td style="padding: 2px;">Payroll Status</td> <td style="padding: 2px;">Terminated</td> <td colspan="4" style="text-align: center; padding: 2px;"> <input type="button" value="Calculate Status and Dates"/> </td> </tr> </table> </div> </div> <div style="margin-top: 10px; padding: 5px 10px;"> <table style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td style="width: 30%;">Position Number</td> <td style="width: 30%;">00009559</td> <td style="width: 30%;">Police Records Specialist 1</td> <td style="width: 10%;"></td> </tr> <tr> <td>Position Entry Date</td> <td>12/11/2023</td> <td><input type="checkbox"/> Position Management Record</td> <td></td> </tr> <tr> <td>Regulatory Region</td> <td>USA</td> <td>United States</td> <td></td> </tr> <tr> <td>Company</td> <td>SH</td> <td>Sheriffs Office</td> <td></td> </tr> <tr> <td>Business Unit</td> <td>PD</td> <td>Police</td> <td></td> </tr> <tr> <td>Department</td> <td>PD03140200</td> <td>COMMUNICATIONS - ADMIN</td> <td></td> </tr> <tr> <td>Department Entry Date</td> <td>12/11/2023</td> <td></td> <td></td> </tr> </table> </div> </div>	*Effective Date	02/03/2025		Go To Row	+	-	Effective Sequence	0	*Action	Termination			HR Status	Inactive	*Reason	Transfer between Companies			Payroll Status	Terminated	<input type="button" value="Calculate Status and Dates"/>				Position Number	00009559	Police Records Specialist 1		Position Entry Date	12/11/2023	<input type="checkbox"/> Position Management Record		Regulatory Region	USA	United States		Company	SH	Sheriffs Office		Business Unit	PD	Police		Department	PD03140200	COMMUNICATIONS - ADMIN		Department Entry Date	12/11/2023		
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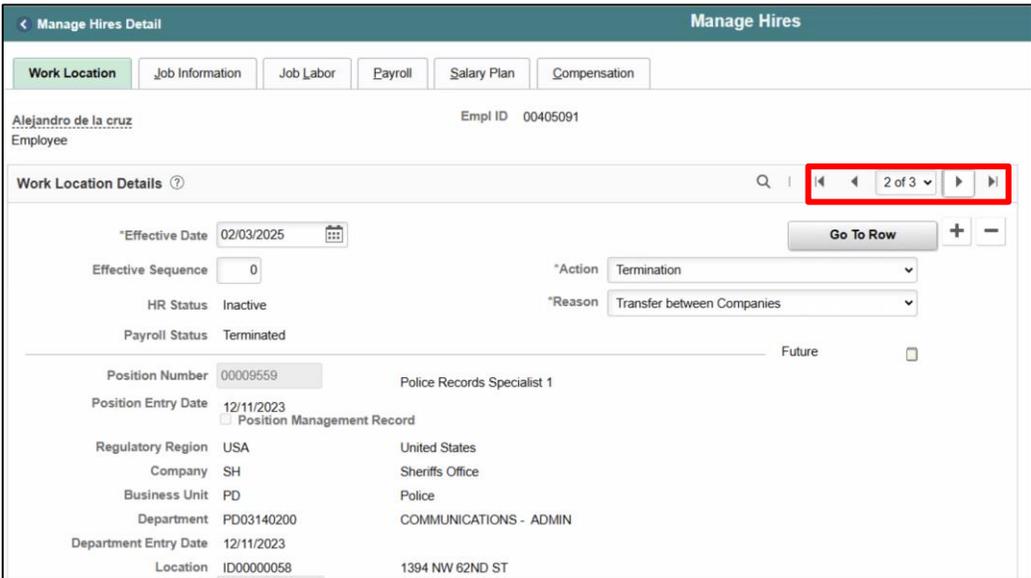
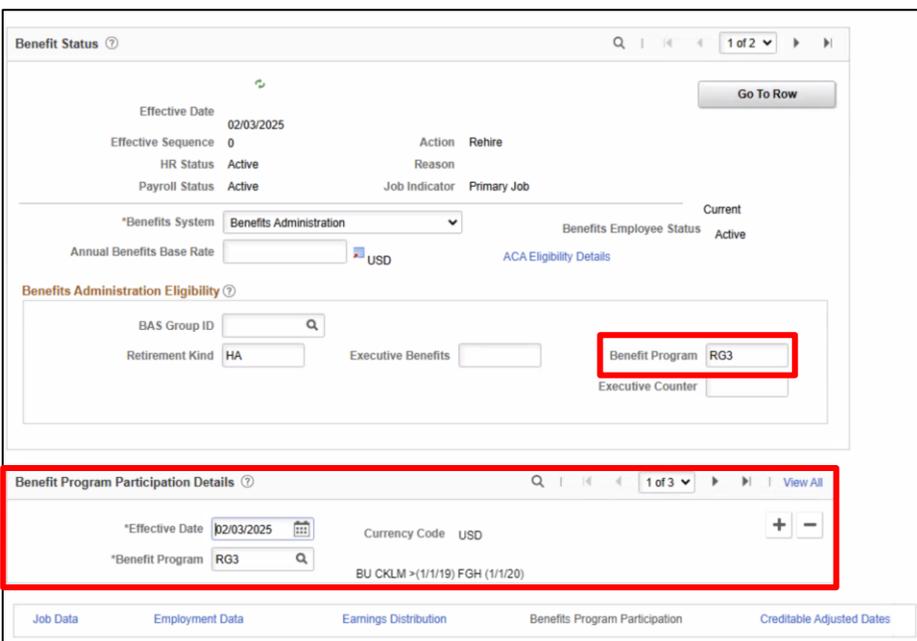
Step	Action
8.	<p>Next, the receiving DPR must contact Shared Services to insert the termination information for the applicant, before proceeding with Prepare for Hire.</p>  <p>The screenshot shows the 'Manage Job Opening' interface for Amelle Jones (Applicant ID 910113). The 'Personal Information' section is highlighted with a red box and contains the following data:</p> <ul style="list-style-type: none"> <li>Eligible to Work in U.S.: No</li> <li>Are you a former employee: Yes</li> <li>Previous Termination Date: 04/22/2023</li> </ul>

Step	Action
9.	<p>After termination is successful, the receiving DPR must select <b>Prepare for Hire</b> under the <b>Other Actions</b> link within the JO. Proceed with preparing the candidate for hire. Remember to click on the <b>Verify Employee ID</b> and <b>carry the existing employee ID</b> for the candidate.</p> 
10.	<p>After the candidate has successfully been prepared for hire/rehired, proceed with the <b>Manage Hire</b> action.</p> <p>Navigate to: <b>NavBar &gt; Navigator &gt; Human Resources (HCM) &gt; Workforce Administration &gt; Personal Information &gt; Manage Hires</b></p>

Step	Action																																																																																								
11.	<p>Select the <b>Applicant</b>.</p>  <p>The screenshot shows the 'Manage Hires' interface with a table of hire transactions. The table has columns: Select, Start Date, Status, Name, Person ID, Type of Hire, Source, and Submitted By. The row for 'Alejandro de la cruz' is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Start Date</th> <th>Status</th> <th>Name</th> <th>Person ID</th> <th>Type of Hire</th> <th>Source</th> <th>Submitted By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>01/20/2025</td> <td>Requested</td> <td>ANA VALDES FORTE</td> <td>00402825</td> <td>Transfer</td> <td>Recruiting Solutions</td> <td>Isabel Gonzalez</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/20/2025</td> <td>Requested</td> <td>Jovani Moreno</td> <td>00402876</td> <td>Transfer</td> <td>Recruiting Solutions</td> <td>Lissette Vazquez</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/20/2025</td> <td>Requested</td> <td>Jose Real-Diequez</td> <td></td> <td>Hire</td> <td>Recruiting Solutions</td> <td>Dorothy Mojo-Hernandez</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/20/2025</td> <td>Requested</td> <td>Anthony Montano</td> <td>00326033</td> <td>Hire</td> <td>Recruiting Solutions</td> <td>Dorothy Mojo-Hernandez</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/20/2025</td> <td>Requested</td> <td>Yoanksi Castellon</td> <td>00317245</td> <td>Transfer</td> <td>Recruiting Solutions</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/20/2025</td> <td>Requested</td> <td>John Orellana</td> <td>00325155</td> <td>Transfer</td> <td>Recruiting Solutions</td> <td>Cynthia Maurette</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/20/2025</td> <td>Requested</td> <td>Maurice Villiers</td> <td>00402066</td> <td>Transfer</td> <td>Recruiting Solutions</td> <td>Lissette Vazquez</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/21/2025</td> <td>Requested</td> <td>Brian Gonzalez</td> <td>00408372</td> <td>Hire</td> <td>Recruiting Solutions</td> <td>Lourdes Berdasco</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/21/2025</td> <td>Requested</td> <td>Yaimar Aguilar</td> <td></td> <td>Hire</td> <td>Recruiting Solutions</td> <td>Claudia Alvarez</td> </tr> <tr> <td><input type="checkbox"/></td> <td>02/03/2025</td> <td>Requested</td> <td>Alejandro de la cruz</td> <td>00405091</td> <td>Rehire</td> <td>Recruiting Solutions</td> <td>Yovanna Diaz</td> </tr> </tbody> </table>	Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By	<input type="checkbox"/>	01/20/2025	Requested	ANA VALDES FORTE	00402825	Transfer	Recruiting Solutions	Isabel Gonzalez	<input type="checkbox"/>	01/20/2025	Requested	Jovani Moreno	00402876	Transfer	Recruiting Solutions	Lissette Vazquez	<input type="checkbox"/>	01/20/2025	Requested	Jose Real-Diequez		Hire	Recruiting Solutions	Dorothy Mojo-Hernandez	<input type="checkbox"/>	01/20/2025	Requested	Anthony Montano	00326033	Hire	Recruiting Solutions	Dorothy Mojo-Hernandez	<input type="checkbox"/>	01/20/2025	Requested	Yoanksi Castellon	00317245	Transfer	Recruiting Solutions		<input type="checkbox"/>	01/20/2025	Requested	John Orellana	00325155	Transfer	Recruiting Solutions	Cynthia Maurette	<input type="checkbox"/>	01/20/2025	Requested	Maurice Villiers	00402066	Transfer	Recruiting Solutions	Lissette Vazquez	<input type="checkbox"/>	01/21/2025	Requested	Brian Gonzalez	00408372	Hire	Recruiting Solutions	Lourdes Berdasco	<input type="checkbox"/>	01/21/2025	Requested	Yaimar Aguilar		Hire	Recruiting Solutions	Claudia Alvarez	<input type="checkbox"/>	02/03/2025	Requested	Alejandro de la cruz	00405091	Rehire	Recruiting Solutions	Yovanna Diaz
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12.	<p>Select the <b>Add Person</b> button.</p>  <p>The screenshot shows the 'Manage Hires' interface with the 'Add Person' button highlighted with a red box. The interface includes fields for 'Desired Start Date', 'Empl ID', and 'Employee ID Verified'. It also has sections for 'Org Instance', 'Employment Record', and 'Hire Information'.</p>																																																																																								

Step	Action
13.	<p>Select the <b>OK</b> button.</p>  <p>The screenshot shows the 'Manage Hires Detail' interface. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Apply'. The 'OK' button is highlighted with a red rectangular box.</p>
14.	<p>Select the <b>Add Job</b> button.</p>  <p>The screenshot shows the 'Manage Hires Detail' interface with several sections: 'Org Instance', 'Employment Record', 'Hire Information', 'View / Edit Person', and 'Add Job'. The 'Add Job' button at the bottom is highlighted with a red rectangular box.</p>

Step	Action
15.	<p>To properly identify the rehire action, the action reason code <b>Rehire/Transfer between Companies</b> should be used.</p> 
16.	<p>Select the <b>pay group</b> that corresponds to the Company.</p> 

Step	Action
17.	<p>The employee record should reflect the termination from the previous company and rehire for new company.</p> 
18.	<p>Next, proceed with the remaining Manage Hire process to onboard the Employee.</p>
19.	<p><b>Note:</b> When rehiring intra-company employees, the benefit plan information will change. A new row must be created with the effective date of rehire. The DPR must enroll the employee into the RG3 benefit plan type.</p> 

Step	Action
20.	<p><b>Note:</b> Remember the candidate must be terminated by their <b>CURRENT COMPANY</b> using the action <b>Termination</b> and the reason <b>Transfer between Companies</b>. The receiving company must rehire the candidate using the action <b>Rehire</b> and reason <b>Transfer between Company</b> to properly identify the intra-company transfer.</p> <p>These special intra-company re-hire action reasons are to be used for the following types of transfers: Miami-Dade to Constitutional Office, and Constitutional Office to Miami-Dade. Transfers between Constitutional Offices shall be processed as normal termination and re-hiring actions, using the regular action/reason codes.</p>