informs





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## **PURPOSE AND DESCRIPTION**

#### <u>Purpose</u>

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
Specia	I intra-company re-hire action reasons must be used to re-hire a candidate across
compa	anies. The candidate must be terminated by the current company and rehired by the new
compa	any. After the candidate's offer has been approved by Human Resources, and accepted, the
Prepar	re for Hire action will become available. To successfully prepare the candidate for hire, the
candic	date must be terminated by their <b>CURRENT COMPANY</b> using the action <b>Termination</b> and
the rea	ason <b>Transfer between Companies</b> .
This te	ermination 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>Transf</b>	fer between Company to properly identify the intra-company transfer. This process will
requir	e close coordination between the DPRs or personnel staff processing these actions for each
compa	any.
For Pro	operty Appraiser (PA) employees who are being re-hired by the County, PA Human
Resou	rces must complete the <b>Property Appraiser Re-Hire Action Form</b> available at <u>Miami-Dade</u>
<u>HR Res</u>	<u>sources</u> . Once completed, the form should be sent to INFORMS <u>HR-</u>
INFOR	<u>MS@miamidade.gov</u> . This process is necessary to restore leave balances, longevity
benefi	its, and years of continuous service to employees.
Please	e note this special intra-company re-hire action is allowed for current employees who were
ACTIV	E at the time of the conversion to the new Constitutional Office structure. <b>Employees who</b>
were e	either hired or rehired on or after 01/07/2025 are not eligible for this special action
arrang	gement regardless of Company.
Additi	onally, this special action combination is a ONE-TIME use ONLY. Employees who transfer
back t	o their original company will terminate and be rehired using standard action reason
combi	nations. 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 v	which this special combination will expire.

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.



							Actio	n					
	Log inte	o INFOR	MS.										
	Naviga	te to: <b>Hı</b>	uman F	Resour	ces (H	CM) >	Recrui	ting > N	/ly Job	o Ope	nings	5	
Select the View Job Opening button.													
	MIAMICZCO											inform	18
	C Recruiting					My Job Oper	nings				1	Q : 1	
	Quick Search										Related Add Analytics	Information	•
			Search My	Job Openings	ar Search		»				Int Coursing	-	-
	My Job Openings							3 result	found for "Jobs C	reated by Me*.	▼ Job Opening /		5-
	Actions 🕑								8	Q 11		0	
	Job Title/Job I     ADMINISTRAT	D TVE SECRETARY		Recruiting Lo	cation Hi	iring Manager	Days Open	No Action Taken	Applicants				1
	994771			Douglas Road			102	0	1		- Jobs Opened	Closed A	c
	994763	Tested Douition Story DA	c	Miami Beach			109	0	0			0	
	994614	· rence Ponton story on		Southwest	Al	do Rosello	458	0	0	>		<u> </u>	
												0	
	Select t	the <b>Ann</b>	licant									0	
	Select t	the <b>App</b>	licant.				Manage Job (	Dpening				0	
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	Select t < search dob ( Manage Job @Return   @	the Appl Opening Opening AsSearch Job Openings	licant.	© Refresh	⊋Add Note   ●	Print Job Opening	Manage Job (	Opening				0	4
	Select t C Search Job ( Manage Job @Return   @	Che Appl Opening Opening Job Opening ID Job Opening ID Job Opening ID Job Opening ID Job Opening ID Job Opening ID	licant.	\$Refresh   cer 2 hive Officer 2) ISTRATIVE OFFIC	CER 2)	Print Job Opening	Manage Job (	Opening	St Business Departr	atus 010 Open Unit FR (Fire R FR040102	Rescue) Rescue) Rescue)	BUREAU)	
	Select t C Search Job ( Manage Job @Return   @ Applicants	Che Appl Opening Opening Job Opening ID Job Opening ID Job Code Position Number Applicant Search	Iicant.	♀ Refresh   cer 2 store Officer 2) ISTRATIVE OFFIC eening Activ	⊋Add Note   @ CER 2)	Print Job Opening	Manage Job (	Dpening	St Business Departr	atus 010 Open Unit FR (Fire F nent FR040102	Rescue) Rescue) Rescue) Rescue)	BUREAU)	1
	Select t C Search Job ( Manage Job Applicants Applicants Applicants	Cher App Opening Opening Job Opening ID Job Opening ID Job Opening ID Job Opening ID Job Costing Title Job Costing Title Costing Title Job Costing Title Job	Iicant.	P. Refresh       Interpretation       Strature Officer 2)       Strature Officer 2)       Strature Officer 2)       Reviewed       (0)	CER 2)	Print Job Opening Details Screen (0)	Manage Job ( Route (0)	Opening Interv (0	St Business Departr	atus 010 Open Unit FR (Fire Fe nent FR040102 Offer (1)	Aescue) 2000 (BUDGET H	BUREAU) Hire (0)	Hold (295)
	Select t Applicants Applicants Applicants Select	Che Appl Opening Opening Job Opening D Job Opening Tile Job Code Position Number Applicant Search	Iicant.	C Refresh   cer 2 strive OfFicer 2) ISTRATIVE OFFIC eening Activ Reviewed (0) Type	Cempany	Print Job Operang Details Conen (0) Business Unit	Manage Job ( Route (0) Disposition	Dpening (0	St Business Departr	atus 010 Open Unit FR (Fire F nent FR040102 Offer (1) Resur	hescue)	BUREAU) Here (0) Mark Reviewed	Hold (205)



Step	Action										
5.	Select the <b>Other Actions</b> link. Select <b>Recruiting Actions</b> and select <b>Prepare for Hire</b> from the list.										
	< Search Job Opening Manage Job Opening 💣 🗣 :										
	Heip   Personatze Page -										
	Personalize  Status 010 Open Business Unit FR (Fire Rescue) Department FR0010200 (BUDGET BUREAU)										
	5										
	Route         Interview         Offer         Hine         Hold         Reject           (0)         (0)         (1)         (0)         (285)         (0)										
	I4 -4 1-1 of 5 → 1 = 1 View All										
	ess Disposition Application Resume Mark Reviewed Route Interview Reject Print Med Test Veterans' Preference										
	Accepted  Create Interview Evaluation Create Interview Evaluation Create Interview Evaluation										
	Prepare Job Offer Applicant Actions > Prepare for Hire Instead										
	<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.										
6.	The candidate from the current Company SH and Business Unit PD needs to be TERMINATED. (25008,22) The candidate needs to be TERMINATED. Please contact the DPR from their CO/BU and have them TERMINATED to proceed with Manage Hire Action. Candidate cannot transfer between companies.										
	<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.										

п



Step		Action
7.	To properly identif code <b>Termination</b> <b>Note:</b> The current apply to Property A	y and process the termination through Job Data, the action reason <b>/Transfer between Companies</b> should be used. DPR is responsible for terminating the employee. This step does not Appraiser.
	Manage Applicant	Job Data
	Work Location Job Inform	nation Job Labor Payroll Salary Plan Compensation
	Alejandro De La Cruz Employee	Empl ID 00405091
	Work Location Details ⑦	Q    4 4 1 of 6 V V
	*Effective Date	D2/03/2025 🗰 Go To Row + -
	Effective Sequence	0 Action Termination V
	HR Status Payroll Status	Terminated Calculate Status and Dates
	Position Number	00009559 Police Records Specialist 1
	Position Entry Date	12/11/2023 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



Step				Action						
8.	Next, the rec information f	eiving DPR m or the applic	iust c ant, l	ontact Shared Ser before proceeding	vices to insert the termination with Prepare for Hire.					
	Edit Application Detail	S								
	Save   🐢 Return									
	Applic Applicant	Name Amelle Jones ant ID 910113 Type External Applicant tatus 010 Active								
	Job Openings ⑦									
	m; Q		H	I 1-1 of 1 ♥ ▶ ■ I View All						
	Job Opening ID	Posting Title	`	View Questionnaire						
	91658 Q	Administrative Officer 2 - Head Start Health Unit (Community Action & Human Services)	1	View Questionnaire						
	Add Job Oper	ning	Impor	rt Rateable Profile Items						
	Job Families ②									
	m Q		14	1-1 of 1 🗸 🕨 👘 View All						
	Job Family									
		~	]	û						
	Add Job Family									
	Personal Information ⑦									
	Eligible to World	k in U.S. No	~							
	Are you a former er	nployee Yes	~							
	Previous Terminat	on Date 04/22/2023								



Step	Action
9.	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.
	Applicant Name       Alegandro de la cruz         Current Disposition       011/01fer Accepted         Disposition Date       0127/2025         Applicant Type       External - Previous Employee         Application Date       05/02/2023         Job Opening ID       78998         Job Opening Type       Standard Requisition         Business Unit       Fire Rescue         Department       BUDGET BUREAU         Position Number       0000505         Job Ode 00081       Administrative Officer 2         Job Code       000405081         Verify Employee ID       000405081         Verify Employee ID       Stand Offer Letter to HR
10.	Submit Request To HR       Cancel         After the candidate has successfully been prepared for hire/rehired, proceed with the Manage Hire action.         Navigate to: NavBar > Navigator > Human Resources (HCM) > Workforce Administration > Personal Information > Manage Hires



						A	ction			
Select the <b>Applicant</b> .										
< Manage Hires										
	~	Select Transacti	ons Where Sta	urt Date 👻						
	From	01/18/2025	то 02/0	07/2025	Refresh					
From UV18/2025 III To U2/07/2025 III										
	Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By		
		01/20/2025	Requested	ANA VALDES FORTE	00402825	Transfer	Recruiting Solutions	Isabel Gonzalez		
		01/20/2025	Requested	Jiovani Moreno	00402876	Transfer	Recruiting Solutions	Lissette Vazquez		
		01/20/2025	Requested	Jose Real-Dieguez		Hire	Recruiting Solutions	Dorothy Moljo- Hernandez		
		01/20/2025	Requested	Anthony Montano	00326033	Hire	Recruiting	Dorothy Moljo- Hernandez		
		01/20/2025	Requested	Yoanksi Castellon	00317245	Transfer	Recruiting			
		01/20/2025	Requested	John Orellana	00325155	Transfer	Recruiting	Cynthia Maurette		
		01/20/2025	Requested	Maurice Villiers	00402066	Transfer	Recruiting	Lissette Vazquez		
		01/21/2025	Requested	Brian Gonzalez	00408372	Hire	Recruiting	Lourdes Berdasco		
		01/21/2025	Requested	Yaimar Aguilar		Hire	Recruiting	Claudia Alvarez		
-		02/03/2025	Requested	Aleiandro de la cruz	00405091	Rehire	Recruiting	Yoyanna Diaz		
Se	elect	the <b>A</b>	dd Per	<b>son</b> button	•					
Se	elect « Manag	the <b>A</b> (	dd Per	<b>son</b> button				Manage Hires		
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Se	elect K Manag	the <b>A</b> ( e Hires esired Start I Em	dd Per	2025	• View Person	n Org Summary		Manage Hires		
Se	elect < Manag	the A e Hires esired Start I Em	dd Per Date 02/03/7 Pl ID 004050 Emplo	son button	View Person	n Org Summary		Manage Hires		
Se	elect Manag "De	the Ad e Hires esired Start i Em, nce	dd Per Date 02/03/ Date 02/03/ Emplo	2025 📰 091 yee ID Verified	View Person	n Org Summary		Manage Hires		
Se	elect Manag "De Drg Insta	the Ad e Hires esired Start I Em nce	dd Per Date 02/03/2 Date 02/03/2 Emplo Crea @ Use	2025 📰 091 yee ID Verified ate new Org Instance existing Org Instance	View Person	n Org Summary		Manage Hires		
Se	elect Manag "De Drg Insta	the Ac e Hires esired Start I Em Ince	dd Per Date 02/03/7 Date 02/03/9 Emplo Crea Use	2025 (E) 091 992 UVerified ate new Org Instance existing Org Instance	View Person	n Org Summary		Manage Hires		
Se	elect Manag "De Drg Insta Employm	the Ad e Hires esired Start i Em ince	dd Per Date 02/03/ pl ID 00405/ Emplo Crea @ Use	2025  2025  2025  2091	View Person	n Org Summary		Manage Hires		
Se	elect Manag "De Drg Insta Employm Hire Infor	the A e Hires esired Start I Em ince ent Record mation Hire Com	dd Per Date 02/03/7 Emplo Crea © Use © Use © Use View. nents	2025 (III) 2025 (III) 991 991 992 ID Verified ate new Org Instance existing Org Instance existing Org Instance	View Person	n Org Summary		Manage Hires		
Se	elect Manag "Do Drg Insta Employm Hire Infor	the Ad e Hires esired Start I Em ince nent Record mation Hire Com	dd Per Date 02/03/2 Date 02/03/2 Emplo Crea Use Use Use Use	2025 III 2025 III 991 992 ID Verified ate new Org Instance existing Org Instance existing Org Instance ate New Assignment Existing Assignment	View Person	n Org Summary		Manage Hires		
See	elect Manag "De Drg Insta Employm Hire Infor Add Pers Select th	the Ad e Hires esired Start I Em nce nent Record mation Hire Com	dd Per Date 02/03/ DI ID 00405 Emplo Crea Use Use Use View. view.	son button	View Person	n Org Summary		Manage Hires		



Step	Action
13.	Select the <b>OK</b> button.
	< Manage Hires Detail Manage Hires
	Birth State Q
	Birth Location
	Biographical History Q I H 4 1 of 2 v View All
	*Effective Date 01/28/2025
	*Gender Male 🗸
	*Highest Education Level Bachelors Level Degree
	"Marital Status Unknown V As of 12/11/2023
	Language Code
	Alternate ID
	▼ National ID
	晖 Q. Id d 1-1 of 1 > ▶ ▶ I View All
	*Country *National ID Type National ID Primary ID
	USA Q. Social Security Number V 555-00-555 V + -
	OK Cancel Apply
14.	Select the <b>Add Job</b> button.
	< Manage Hires Detail Manage Hires
	Org Instance
	Create new Org Instance
	Use existing Org Instance     0
	Employment Record
	Use Existing Assignment
	View Job Offer Letter
	Hire Comments
	View / Edit Person
	Select the View/Edit Person hyperlink to view or manually updated Personal View / Edit Person Information.
	Add Job
	Select this button in order to pull the person's job information from Recruiting Solutions. You will also have the option to access Job from Personal Data.



ер	Action								
	To properly identify the rehire action, the action reason code <b>Rehire/Transfer betweer Companies</b> should be used.								
	< Manage Hires Detail Manage Hires								
	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation								
	Alejandro de la cruz Empl ID 00405091 Employee								
	Work Location Details ⑦ Q i i 4 4 1 of 3 • •								
	*Effective Date 02/03/2025 Effective Sequence 1 Action Rehire								
	HR Status Active *Reason Transfer between Companies ~								
	Payroll Status Active								
	Position Number 00006805 ADMINISTRATIVE OFFICER 2 Position Entry Date 02/03/2025								
	Regulatory Region     USA     United States       Company     MDC     Miami-Dade County       Business Unit     FR     Fire Rescue								
	Department         FR04010200         BUDGET BUREAU           Department Entry Date         02/03/2025								
	Select the <b>pay group</b> that corresponds to the Company.								
	Payroll for North America ③								
	Pay Group CSH Q General Employees Employee Type H Q Hourly Holiday Schedule MDCALL Look Up Pay Group × Help Tax Location Code MDC Q								
	GL Pay Type GL Pay								
	Absence Management System								
	Setting Eligibility Group E-NJB Q Bargaining Unit E - Nyr								
	Image: Composition of Date     Exchange Rate Type       Image: Composition of Date     Use Rate As Of								



Step	Action
17.	The employee record should reflect the termination from the previous company and rehire for new company.
	< Manage Hires Detail Manage Hires
	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation
	Alejandro de la cruz Empl ID 00405091 Employee
	Work Location Details ⑦ Q   I  Q  I  Q  I  Q  I  Q  I
	"Effective Date 02/03/2025 📰 Go To Row + -
	Effective Sequence 0 *Action Termination ~
	HR Status Inactive "Reason Transfer between Companies V
	Payroll Status Terminated
	Position Number 00009559 Police Records Specialist 1
	Position Entry Date 12/11/2023
	Regulatory Region USA United States
	Company SH Sheriffs Office
	Business Unit PD Police
	Department Entry Date 12/11/2023
	Location ID00000058 1394 NW 62ND ST
19.	<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.
	Go To Row
	2/03/2025
	HR Status Active Reason
	Payroll Status Active Job Indicator Primary Job
	*Benefits System Benefits Administration   Benefits Employee Status Active
	Annual Benefits Base Rate ACA Eligibility Details
	Benefits Administration Eligibility 🕜
	BAS Group ID Q
	Retirement Kind HA Executive Benefits Benefit Program RG3
	Executive Counter
	Report Program Participation Dataile (2)
	Dement Program Participation Details (7)
	*Effective Date D2/03/2025 🔛 Currency Code USD + -
	*Benefit Program RG3 Q, BU CKLM >(1/1/19) FGH (1/1/20)
	Job Data Employment Data Earnings Distribution Benefits Program Participation Creditable Adjusted Dates



Step	Action
20.	<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.
	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.