



# RE-HIRE CHECKLIST

**ISSUE RE-HIRE LETTER**

This document explains the employee's status, and communicates key information about schedule, pay, and other administrative points.

**ISSUE STATE-REQUIRED WAGE NOTICES**

Does not apply to all employers, but if your state requires to issue a notice upon hire, you will need to issue a new notice upon re-hire.

**ISSUE NEW EMPLOYEE INFORMATION FORM**

This document has the employee verify information about them that may have changed since they left (address, emergency contact, cell phone number).

**COMPLETE SECTION 3 OF THE I-9 FORM**

The employer needs to obtain the original I-9 for when the employee was last hired to confirm it is indeed the employee. As long as the original documents are not expired, the employer can input the date of rehire in the indicated section and sign and date with the current date. For other situations (such as expired documents) [CLICK HERE](#).

**VERIFY FEDERAL WITHHOLDING W-4 & STATE WITHHOLDING FORMS**

Employee withholding preferences may have changed since the employee last worked, so verify their selections with them.

**REVIEW NECESSARY CERTIFICATIONS**

You don't need to get new copies of certifications if they are still current, but be sure that none have expired.

**EMPLOYEE HANDBOOK**

Provide to employees and require acknowledgment of policies.

**REINSTATE EMPLOYEE ACCESS TO CEDR VAULT**

If you did not deactivate upon laying off, disregard.

**REINSTATE EMPLOYEE ACCESS TO OTHER PRACTICE SYSTEMS**

Payroll, timekeeping, patient databases, etc.