

Changing Hire Dates – Client Communication

(Excludes Rehires/Reinstatements)

Retro Hire Date (Correct hire date is earlier than original hire ISR)	Future Hire Date (Correct hire date is later than original hire ISR)	Pernr Not Processed through Payroll
<ul style="list-style-type: none"> ➤ Terminate pernr using reason code 54 (administrative error) ➤ Hire with new date and new pernr ➤ Termination ISR and new hire ISR required ➤ Hourly paid ee's: hours need to be moved to new pernr BEFORE old pernr is terminated 	<ul style="list-style-type: none"> ➤ Terminate pernr using reason code 54 (administrative error) or 57 (employee never started) ➤ Hire with new date using same pernr ➤ Termination ISR and new hire ISR required 	<ul style="list-style-type: none"> ➤ PDC or email if new hire date is retro or future dated and no pays have been processed ➤ Email if employee never starts employment; HRSS management will submit a request to delete the pernr

Please consult with an HR Specialist if you have questions.