

## Rehire Employee

To rehire an employee, navigate to their member record and click **Rehire**.

Warner Gibbons

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Pending Plans [Update Plans](#)

PLAN NAME	PLAN TYPE	COVERAGE	START DATE	END DATE	STANDARD PREMIUM	EMPLOYER CONTRIBUTION
Optima Plus Platinum 15/30 Direct	Medical	Employee + Child	10/01/2021	05/26/2023	50.00	

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Demographics [Update Member](#) **Rehire**

Member Details

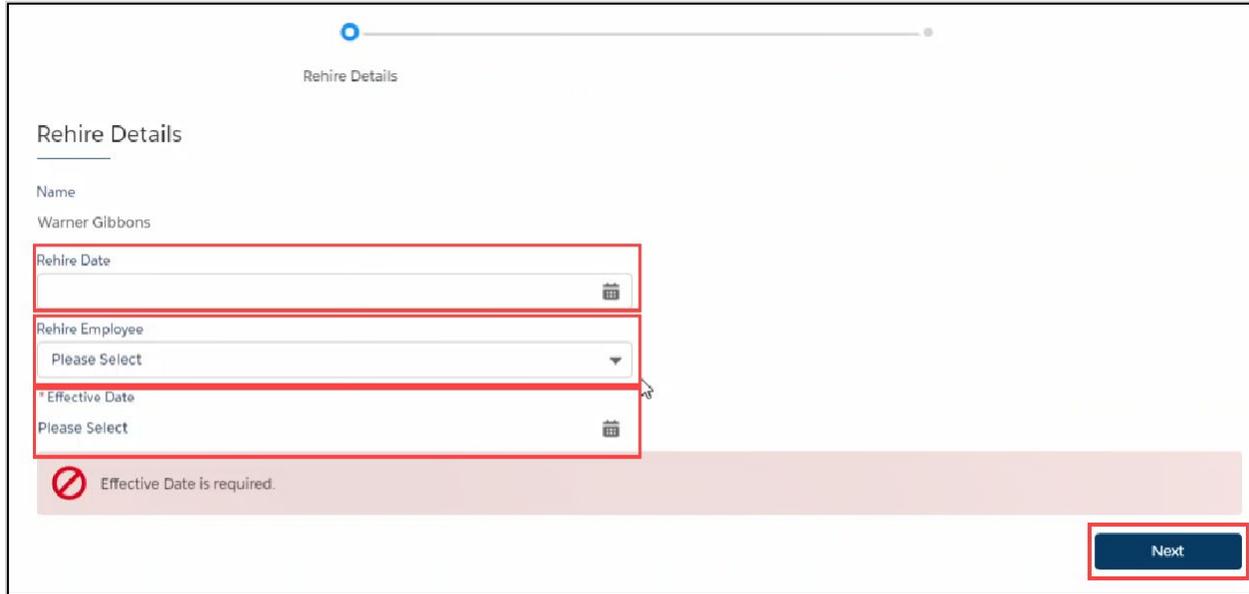
Name	DOB	Gender
Warner Gibbons	06/01/2000	Male

Provide the date of rehire and select the method of rehire from the dropdown. Your choices include:

- with a wait period: Requires employee to satisfy group's waiting period after rehire date.
- without a wait period: Does not require employee to satisfy group's waiting period after rehire date.
- no lapse in coverage: Coverage start date is the date following the previous coverage end date.
- never terminated: Used when employee was terminated in error.

Your selection on this dropdown menu will auto populate the **Effective Date** field.

Click **Next**.



Rehire Details

Name  
Warner Gibbons

Rehire Date

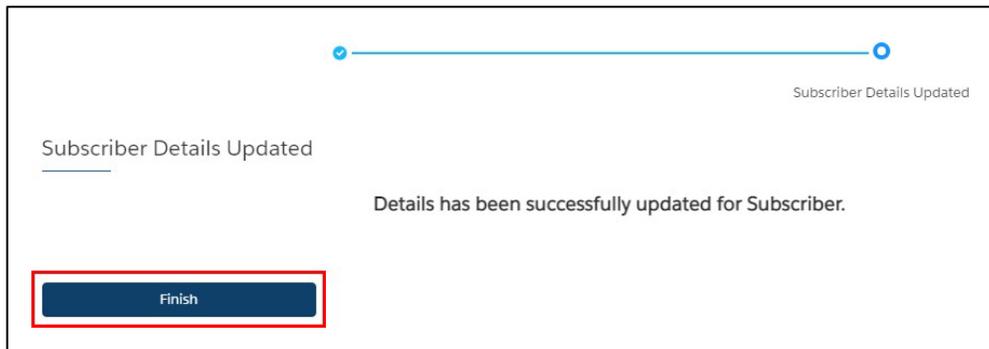
Rehire Employee  
Please Select

\* Effective Date  
Please Select

Effective Date is required.

Next

You will receive confirmation that the member's details have been updated. Click **Finish**.



Subscriber Details Updated

Subscriber Details Updated

Details has been successfully updated for Subscriber.

Finish