



## New Hire and Rehire Smart Form

**PURPOSE:** This form should be used for the following scenarios:

- Add a new hire employee who isn't currently on the GaBreeze system.
- Rehire an employee who is currently Terminated or Retired.
- Transfer and employee formerly working with a PeopleSoft Agency

This form may not be used to hire an employee who is currently benefits eligible at another agency. Employees who are transferring must first have their Termination date set at the current agency, before the new agency can process the New Hire Smart Form. The Agency Hire Date can not be prior to the prior agency's Termination date.

This form may not be used to hire an employee who is currently benefits eligible at another agency. The Secondary Smart Form must be used when hiring an employee who has a job at a different agency that is PSR eligible along your agency. Employees who are transferring must first have their Termination date set at the current agency, before the new agency can process the New Hire Smart Form. The Agency Hire Date cannot be prior to the prior agency's Termination date.

## New Hire Process

The Newly Eligible event is used to capture elections for employees who are newly eligible. It is also used to capture elections of rehires who do not have their benefits reinstated, i.e., rehired outside of 30 days, or within a new plan year or in December with coverages effective in a new plan year.

### Additional Rules of New Hires

Agencies will apply payroll deductions retroactively if received after the beginning of the month in which the deduction applies. For example:

- An employee is hired on 9/21, but does not enroll until 10/13. Hewitt will send the deductions effective-dated 10/1 on the next outbound payroll file. Payroll will apply the 10/1 deduction to cover the cost of coverage for the month of November (coverage effective date of 11/1).

To complete the New Hire Smart Form, you will need the following information.

## Employment Information

Required:

- Agency Hire Date - new employee's first day at work. If the employee is transferring, the Agency Hire Date is the greater of the first day at work or the Termination date from the prior agency. The Agency Hire Date may not be future dated.
- Department Code – used to identify what agency the employee works for. The first seven characters of the Department Code need to be the same as the Agency/Group ID that you entered on the Home page after login.
- Full Time/Part-Time - used to determine eligibility. If the user selects Full Time then the Benefit Program field will automatically be set to Flex Eligible. If Part-Time is selected, the employee will be set to Ineligible.
- Annual Benefit Salary - used to calculate Flex benefits.
  - o When agencies enter in the Annual Benefit Salary into the New Hire Smart Form, the system will copy the salary into the Frozen Annual Benefit Salary once the agency clicks on submit.
  - o The Frozen Annual Benefit Salary is used to calculate benefits for new hires. Changes to Annual Salary during the year will not impact benefits.
- FICA Status - used for calculating the Disability premiums.
- Retirement System - used when an employee retires to determine which system GaBreeze needs to report
- Schedule Weekly Hours - the expected scheduled hours an employee will work weekly.
- Job Code - used to indicate whether the employee will be working in a teacher or non-teacher position
- Teacher Certification Indicator - only required if the Job Code is set to Teacher.
- Pay Frequency - indicates how often the employee is receiving a pay check each month.
- Mail Drop - used by agencies to provide an additional organizational level.

On GaBreeze Employer Web site's home page, select Employee Inquiry

Agency Listing | Log Off!

Print Page

### Agency Secure Environment

#### Step 1: Choose an Agency

Select Agency/Group ID

\_\_\_\_\_

#### Step 2: Choose a Section/Task



- Employee Inquiry**--View employee HR indicative data.
- Smart Forms**--Process employee HR indicative data updates.
- Your Reports**--Download or upload reports.
- File Sharing**--Share files with SPA, ERS or other agencies.
- PSR Funding**--View and/or Confirm Payroll Control Totals.
- Agency Profile**--View and update agency information, contacts and security.
- Audit Log**--View and track actions take on the site by agency users.

Continue

**Related Information**  
Change Password

## Enter new hire's SSN

[Choose a different agency](#) | [Agency Listing](#) | [Log Off](#)



Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | PSR Funding | Agency Profile | Audit Log

[Print Page](#)



### Look Up Employee

To work with Smart Forms, enter an employee's SSN.

SSN  -  -

## Enter new hire's SSN again

[Choose a different agency](#) | [Agency Listing](#) | [Log Off](#)



Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile | Audit Log

[Print Page](#)

### Enter a New Hire

The SSN you provided wasn't found on the system for your agency. Do you want to [Enter a New Hire?](#)

• **xxx-xx-7777**

#### Next Steps

[Enter a New Hire](#) OR **Look Up Another Employee**

SSN  -  -

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Print Page

Step 1: Employee Information | Step 2: Employment Information | Step 3: Employee Contact Information

**Enter a New Hire**  
**Step 1: New Employee Information**

SSN: [ ]-[ ]-[ ]-[ ]-[ ]-[ ]

Employee ID: [ ]

First Name \*: [Test]

Middle Name: [ ]

Last Name \*: [Tester]

Suffix: [ ]

Date of Birth \*: [ ]-[ ]-[ ] (mm-dd-yyyy)

Gender \*:  Male  Female

All fields marked with an asterisk (\*) are required.

[Continue](#) [Cancel](#)

Copyright Information | Legal Information | Contact Us | Log Off

New fields were added to the existing data maintenance forms.

- On the Employment Information section:
  - Annual Salary (optional)
  - Hourly Salary (optional)
  - EEO Code – Equal Employment Opportunity (optional)
  - The GSEPS Initial Opt Out Indicator field will be visible but if selected a critical edit will appear if GSEPS is selected as the Retirement Code for a new employee since your agency is not GSEPS-participating.
- On the Employee Address and Phone Number Section:
  - Work e-mail address (optional). If you enter a work e-mail address it must be unique per each individual. It cannot be a shared e-mail address among several employees (i.e. group distribution e-mail).

All fields with an asterisk \* are required.

### Completed Successfully

Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile

Step 1: Employee Information | **Step 2: Employment Information** | Step 3: Employee Contact Information

**Enter a New Hire**  
**Step 2: Employment Information**

Agency Hire Date \*: [ ]-[ ]-[ ] (mm-dd-yyyy)

Department Code \*: [ ]

FT/PT Status \*:  Full time  Part time

Benefit Program Code: [FLX - Benefits Eligible]

Annual Salary (Required for FLX): [20,000.00] (#,###.##)

Annual Benefit Salary \*: [20,000.00] (#,###.##)

FICA Status \*: [E - Exempt]

Retirement System \*: [ ]

GSEPS 401k Initial Opt Out Indicator:  Y-Opt Out  N-No Opt Out

Standard Weekly Hours: [40.00] (##.##)

Job Code: [All Other Jobs]

Teacher Certification Indicator:  Yes  No

Pay frequency \*: [W - Weekly]

Hourly/Salary: [H - Hourly]

EEO Code: [NSPEC - Multiracial]

Mail Drop: [ ]

All fields marked with an asterisk (\*) are required.

[Continue](#) [Cancel](#)

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**Enter a New Hire**  
**Completed Successfully**

Your request to **Enter a New Hire** is complete.

Continue to [Smart Forms](#).

Transaction Recap

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**New Employee Information**

SSN	999-99-9999
Employee ID	EMP000000275200
Name	Jack Sample Sr.
Date of Birth	04-19-1966
Gender	Male

**Employment Information**

Agency Hire Date	09-01-2004
Department Code	12701
FT/PT Status	Full time
Benefit Program Code	FLX - Benefits Eligible
Annual Benefit Salary	\$99,999.99
FICA Status	E - Exempt
Retirement System	No Pension
Standard Weekly Hours	40.00
Job Code	TCHER - Teacher Position
Teacher Certification Indicator	Yes
Pay Frequency	S - Semi-monthly
Mail Drop	<Mail Drop>

**Employee Address and Phone Number**

Address	1234 Main Street Atlanta, GA 30334
Phone Number	
Contact	555-555-####



## Coverage Effective Date Rule

Coverages will be effective first of the month following a full calendar month worked.

## Deduction Effective Date Rule

Payroll deductions will be effective first of the month following newly eligible status effective date.

## New Hire Calculation

Age-based calculations use the 'newly eligible effective date'. For example, an employee hired 4/16 and her newly eligible effective date is 6/1. Her birthdate is 5/29 in which she will turn age 45. The calculation for premiums are based on age 45 because that is her age as of 6/1.

## Important Information for Retiree Rehires

The agency is responsible for tracking the number of hours a rehired retiree works in order to maintain their pension benefit. When the rehire event is entered, if the employee meets the benefits eligibility requirements, they will be considered an active employee and have the option to select benefits.

For the purposes of the dental benefit, an internal edit will be in place to inform the GaBreeze Benefits Center that the rehired retiree is permitted to enroll in dental coverage at the same level as when they were enrolled in the Retiree Dental plan.

## Triggered Events

Submitting the New Hire Smart Form may result in one of two events being processed:

- A Newly Eligible event will be started immediately for employees who are either a new hire or for rehires that do not have their benefits reinstated (i.e., are rehired outside of 30 days, or within a new plan year or in December with coverages effective in a new plan year).
- A Rehire event will be started immediately if the employee is rehiring within 30 days of termination within the same plan year and was previously benefits eligible. If an employee is rehired after 30 days or within a new plan year (or in December with coverages effective in a new plan year), the new hire process applies.
  - o Rehired Retirees: Agencies are responsible for tracking whether rehired retirees work more than 1,040 hours. If a rehired retiree works more than 1,040 hours, the employee should be set to Full Time and the employee will receive active benefits. If a rehired retiree works under 1,040 hours, the employee should be set to Part-Time and the employee will continue retiree benefits.

## Rehire Process

The Rehire event is used to place employees in coverage who have been rehired within 30 days of termination within the same plan year. If an employee is rehired after 30 days or within a new plan year (or in December with coverages effective in a new plan year), the Newly Eligible process applies.

## Additional Rules for Rehires

A rehired employee with the same coverage reinstated is not subject to the Dental Plan's waiting period or Evidence of Insurability process.

If there was a qualifying event during the rehire period (30 days from the rehire date), the employee can report a qualified status change to the GaBreeze Benefit Center and make applicable changes.

## Need Help?

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the DOAS Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



[www.hra.doas.ga.gov](http://www.hra.doas.ga.gov)

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