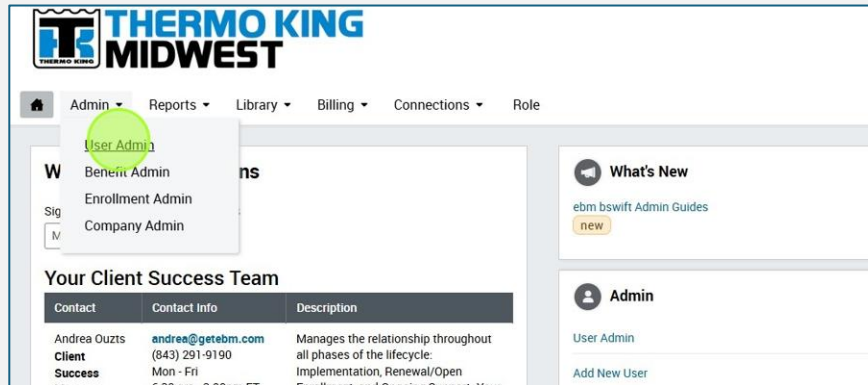
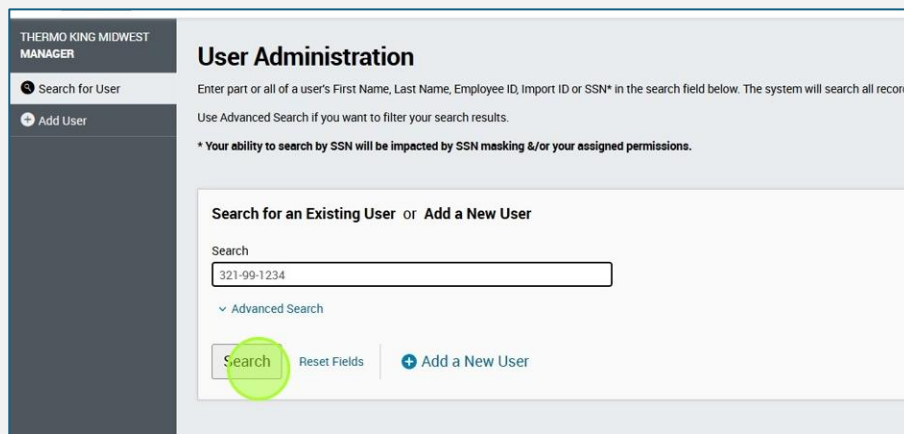


Rehiring an Employee in Bswift

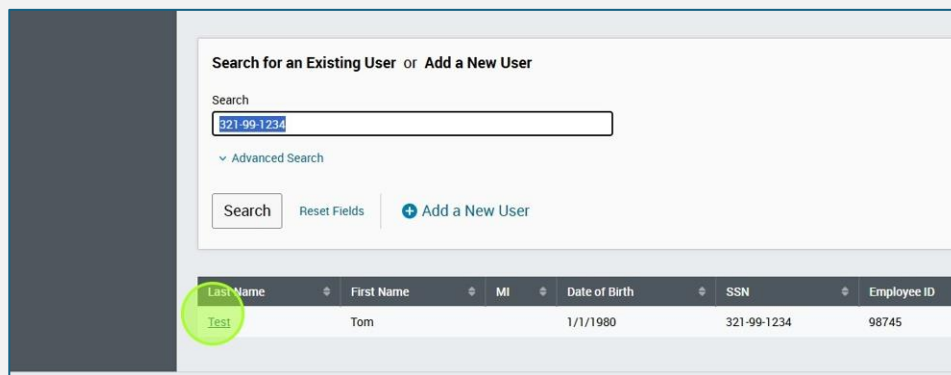
1. From the Bswift manager dashboard, select **User Admin** from the **Admin** dropdown.



2. Enter the employee's first name, last name, or social security number and click **Search** to access the employee's record.



3. Select the employee you want to edit.



4. From the employee's record, click **Employment** tab.

THERMO KING MIDWEST MANAGER

Search for User
Add User
Impersonate User
View/Edit
Life Events
Notes
Employee File

Demographics **Employment** Compensation Benefits HR

Tom Test (Employee ID: 98745) (Import User ID: 321-99-1234)

Demographic Information Edit

First Name	Tom
Middle Initial	
Last Name	Test
Social Security Number	321-99-1234
Date of Birth	1/1/1990

5. In the **Employment Information** section, click **Edit**.

THERMO KING MIDWEST MANAGER

Search for User
Add User
Impersonate User
View/Edit
Life Events
Notes
Employee File
Personalized Forms

Demographics **Employment** Compensation Benefits HR

Tom Test (Employee ID: 98745) (Import User ID: 321-99-1234)

Employment Information Edit

Employee ID	98745
Hire Date	8/1/2025
Re-Hire Date	
Years of Service	0
Original Hire Date	

6. Enter the employee's **Re-Hire Date**. Click **Save**.

THERMO KING MIDWEST MANAGER

Search for User
Add User
Impersonate User
View/Edit
Life Events
Notes
Employee File
Personalized Forms
Family Information
Assign Roles
Clone User

Demographics **Employment** Compensation Benefits HR

Tom Test > Edit Employment Information

* Fields are required

* Employee ID 98745

* Hire Date 8/1/2025

Re-Hire Date 08/11/2025

Save Cancel

7. Click the **Employment** tab again.

THERMO KING MIDWEST MANAGER

Search for User
Add User
Impersonate User
View/Edit
Life Events
Notes
Employee File
Personalized Forms
Family Information
Assign Roles
Clone User
Benefit Coverage

Demographics **Employment** Compensation Benefits HR

Tom Test > Edit Employment Information

* Fields are required

* Employee ID 98745

* Hire Date 8/1/2025

Re-Hire Date 8/11/2025

Save Cancel

Employment information was saved successfully.

8. In the **Employment** tab, scroll down to **Employment Status Information**. Click **Edit**.

The screenshot shows a sidebar on the left with navigation links: Connection Log, Special Enrollment, Terminate Employment, Activate COBRA, Re-Hire Employee, and Delete Employee. The main content area has four sections: Leave of Absence Information, Employment Status Information, Time Status Information, and Pay Frequency Information. Each section has an 'Edit' button in the top right corner. The 'Employment Status Information' section is highlighted with a green circle around its 'Edit' button. The data for this section is: Effective Date: 8/11/2025, Employment Status: Not Active.

9. Change the **Effective Date** to the employee's rehire date. Change **Employment Status** to **Active**. Click **Save**.

* The employee is now rehired, but cannot elect benefits. Proceed to next steps.

The screenshot shows the 'Edit Employment Status Information' form for 'Tom Test'. The 'Employment' tab is selected. The form has two required fields: 'Effective Date' (8/11/2025) and 'Employment Status' (Active). The 'Save' button is highlighted with a green circle. The sidebar on the left includes links for Search for User, Add User, Impersonate User, View/Edit, Life Events, Notes, Employee File, Personalized Forms, and Family Information.

10. Click the **Demographics** tab.

The screenshot shows the 'Demographics' tab selected in the 'Edit Employment Status Information' form. A green message bar at the top indicates 'Employment Status Information was saved successfully'. The 'Demographics' tab is highlighted with a green circle. The form fields for 'Effective Date' (8/11/2025) and 'Employment Status' (Active) are visible. The sidebar on the left includes links for Search for User, Add User, Impersonate User, View/Edit, Life Events, Notes, Employee File, Personalized Forms, Family Information, and Assign Roles.

11. In the **Login Information** section, click **Edit**.

The screenshot shows a user profile for 'Tom Test' (Employee ID: 98745, Import User ID: 321-99-1234). The 'Login Information' section is highlighted with a green circle around the 'Edit' button. The 'Demographic Information' section is also visible.

Demographic Information	
First Name	Tom
Middle Initial	
Last Name	Test
Social Security Number	321-99-1234
Date of Birth	1/1/1980
Age	45
Gender	Male

Login Information	
Login Enabled	No
Effective Date	8/1/2025
End Date	8/10/2025
Username	ttester
Entry Point	Thermo King Midwest
Tier Access	

12. In **Edit Login Information**, complete the following steps.

- Click **Enable Login – Yes**
- Change **Effective Date** to reflect rehire date
- Remove **End Date** (*end date must be removed to allow login*)
- Enter employee's username (first initial + last name)
- Click **Reset the Employee's Password...**

When finished, click **Save**. Employee can now login and elect benefits.

The screenshot shows the 'Edit Login Information' form for 'Tom Test'. The form includes fields for Login Enabled, Effective Date, End Date, Username, and Reset Password options. The 'Save' button is highlighted with a green circle.

Thermo King Midwest Manager

Search for User
Add User
Impersonate User

View/Edit

Life Events
Notes
Employee File
Personalized Forms
Family Information
Assign Roles
Clone User
Benefit Coverages
Billing History
Connection Log
Special Enrollment

Login Information

Demographics Employment Compensation Benefits HR

Tom Test > Edit Login Information

* Fields are required

* Login Enabled ☒ Yes ☐ No

Effective Date 08/11/2025

End Date mm/dd/yyyy

* Username ttester

Reset Password ☐ Do Not Reset

☒ Reset the user's password to the last 4 digits of their SSN. (For example, a user with Social Security Number of 123-45-6789 will get 6789 for the new password)

☐ Reset Password via email to employee tttest@tester.com

Save Cancel