Welcome to Reinstating a Rehired Employee on the WEBT Online Portal System!

This guide will walk you through the steps necessary to reinstate a rehired employee that is returning to employment after a break in service.

To begin, please log into the WEBT Online Portal:
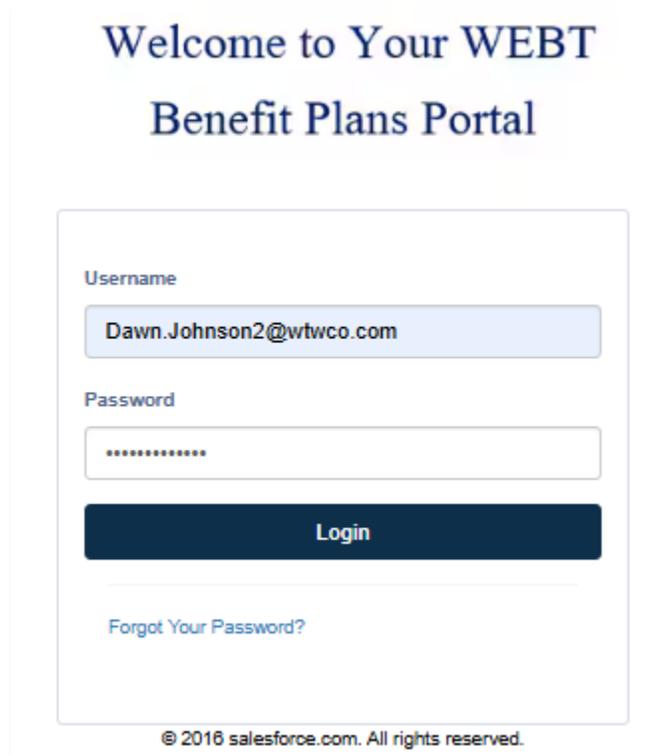
Begin by clicking on Manage Employees and then Click on View/Edit Employees:
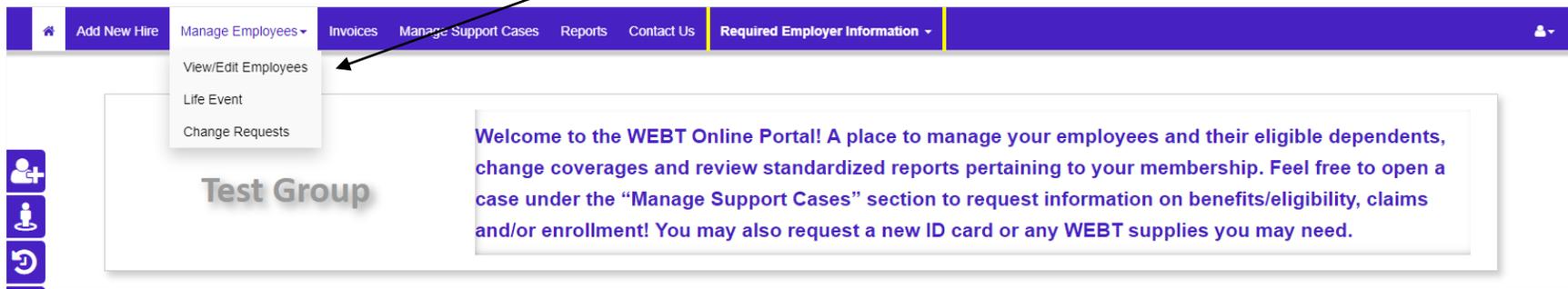
Please enter the name of the employee you are wishing to reinstate and click the search button.
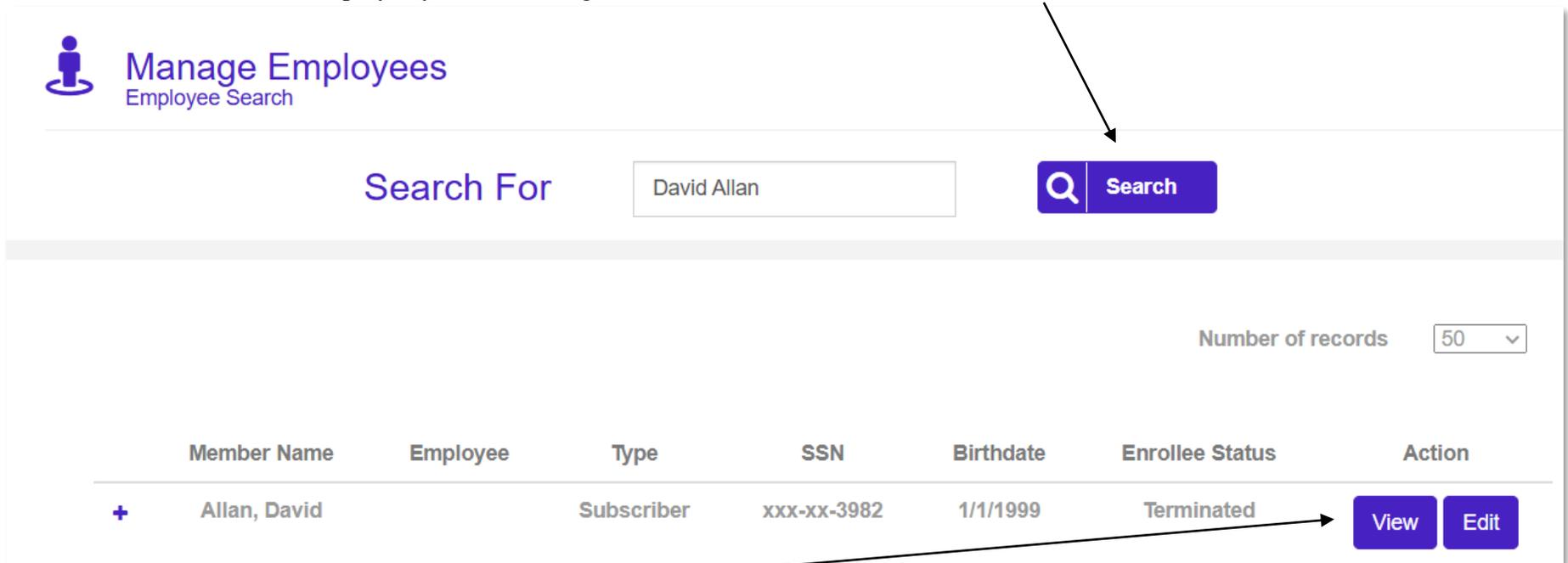
Please click the view button on the employee you are wanting to reinstate. This will redirect you to the Employee Detail screen where you may reinstate the employee.

Once you land on the Employee Detail screen, please click the Re Hire button.

You will need to select the reason for reinstating the employee by clicking on the selection in the drop-down menu and selecting next.

Once you land on the Employee Edit screen page, please review the historical demographic information pertaining to your rehired employee and update if necessary.

Employee Edit
David Allan

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Employee Information

First Name

David

Last Name

Allan

Middle Initial

Enter Middle Initial Name

SSN Number **Please enter numbers only**

891273982

Date Of Birth **(MM/DD/YYYY)**

1/1/1999

Gender

Male

Address Details

Mailing Street 1 **(Street # and Street Name)**

123 Main

Mailing Street 2 **(Apt#, Lot#, etc)**

Enter Mailing Street

Mailing City

Cheyenne

Mailing State

WY

Mailing Zip

21212

Once you have confirmed the demographic information, make sure you update the Hire Date and the Benefit Start Date.

Employment Information

Employee Number
05022

Employer Contribution
Yes

Hire Date (MM/DD/YYYY)
10/01/2024

Payroll Frequency
Semi-Monthly

FTE   Please enter numeric value of 1 or less
1

Benefit Start Date (MM/DD/YYYY)
11/01/2024

Annual Salary
Enter Annual Salary

Save and Send Enrollment Link   **Save and Add Benefits**   **Cancel**

Then select "Save and Add Benefits" to enter their benefit elections, just as you would a new hire.

If you prefer, you may click "Save and Send Enrollment Link" to have an email sent to your rehired employee to have them enter their own benefit elections for your review and final approval. <u>Note</u>: You do not need to add dependents if you utilize this link, the employee will complete this during their enrollment process.

At any time, before or after completing your request, you may utilize the home button at the top of your screen to return to your Employer Group Page.

🏠 Add New Hire   Manage Employees ▾   Invoices   Manage Support Cases   Reports   Contact Us   **Required Employer Information** ▾   👤▾

Employee Edit
David Allan

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Employee Information
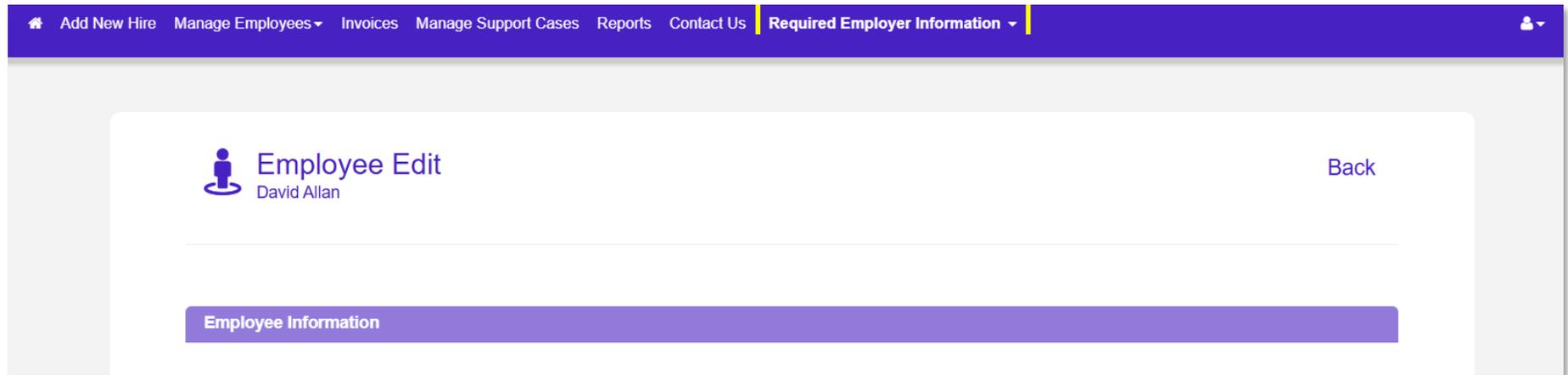
Please feel free to contact your Account Manager via email or contact the WEBT/Willis Towers Watson office at (307) 634-5566 should you need assistance with your employer portal site.