



HOW TO SUBMIT A REHIRE

If you enter a new employee in Benelogic and you receive an error that the SSN is already in use, this means the employee is or was employed by another EPC District. Please send the following information to **Benefits@epcschools.org**:

Employee Full Name

Last 4 of SSN

Benefit Class – i.e. KTFT01

Hire Date – this is the actual start date, not the board approved date

Salary – If you provide life insurance that is a multiple of salary. i.e. 2x salary up to \$200K

Title – Optional

Email - Optional

We will process the rehire and notify you when it has been completed.

Potential Delays for processing of a rehire:

- Resignation not submitted or approved by current district
- Current COBRA participant
- Last Name has changed

If there is a delay, we will notify you and track the rehire. We will notify you upon completion.