

The Employee Reinstatement Agreement can be used when an employee is being rehired within 90 days after they separated from employment.



***If the employee has been gone longer than 90 days a complete new-hire packet is required. Exceptions may be made on a case-by-case basis, with approval by Human Resources.***

- The employee must read and initial every item on the checklist.
- If any information has changed an updated form must be provided, to keep our records accurate.

If you have questions about how to complete the form, please call Profit Advantage Human Resources or your payroll specialist.

Please send completed Employee Reinstatement Agreements to your payroll specialist.

**Profit Advantage a Questco Company**

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## Employee Reinstatement Agreement

*This Reinstatement Agreement may be used in place of a new-hire packet when an employee has been rehired within 90 (ninety) days of being separated. If the employee has been gone more than 90 days, a new employment packet must be completed and submitted as for any other new-hire.*

Client Name: \_\_\_\_\_ Client Number: \_\_\_\_\_

<b>Employee Name</b>	Last	First	Middle
<b>Social Security #</b>			<b>Employee #</b>
<b>Address</b>	Number, Street	City	State, Zip
<b>Pay Rate</b>	<b>Job Title</b>	<b>Termination Date</b>	<b>Rehire date</b>

**Notice to Employee:** By signing this form, you agree that the employment packet you previously completed for this employer is accurate and the information in it is current. You also agree to abide by the terms and conditions of all Profit Advantage policies and procedures and those of your worksite employer, which you previously acknowledged on your original hire date, including the Dispute Resolution Policy and payroll deduction authorization.

By signing this form, you hereby request your employment status to be returned to "Active." You agree that you have not been involved in any job-related injury prior to being reinstated with this employer.

You will be given a new Employee Handbook.

By initialing the items listed below, you authorize your employer to make these documents part of your rehire employment file.

<u><b>File Item</b></u>	<u><b>Please Initial</b></u>
I-9 Employment Eligibility Verification	_____
W-4 Form (If you request changes to your withholding or filing status, a new W-4 must be submitted)	_____
New Employee Acknowledgment List	_____
Employee Data Sheet	_____
I have received a new copy of the Employee Handbook	_____

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date