

# RE-HIRING EMPLOYEES

An employer asks an employee to come back to work. The employee says....

## YES



Employers must report each newly hired or recalled employee to the ADOL within 7 days (12 if filing electronically).



Even if the employee is a RE-hire, you must fill out NEW hire paperwork, including: employee's name, address, SSN, 1st day of work, & if they are newly hired or recalled to work.



Employers with 5 or more employees are required to submit this information electronically through the Alabama New Hire Electronic Filing System.

## NO



Employers must report the refusal of a job to the ADOL if the employee is collecting unemployment benefits.



Employers should have all job offers in writing and maintain diligent records of when you offer a job & when it's rejected.



Document the refusal as best you can. The employee is not allowed to continue receiving unemployment if they refuse a job. You shoulder the burden if they are not reported.