When completing a hire, you may receive an error message if the person you are trying to hire is already in the system. You will not be able to continue until you contact a central office to determine why you have received the error message and to obtain information on how to proceed.

When will you see the error message?
In the beginning of the hire process:

- After navigation to "UF Hire Employee" or to "Hire."
- After completion of the "Specify Employee" page where you have entered the employee’s "Name," "Date of Birth," and "Social Security Number" and have clicked on "Add."
- After selection of the employee from the listing as a match from the UF Directory.

The message:

![Microsoft Internet Explorer](image)

The message is:

```
emplid 13966020 is already used in HR (23000,15)

The emplid is already being used in HR. You need to activate this person instead of hiring or adding.
```

Why does the error appear?
- The hire exists in the system as an employee who has been terminated.
- The hire exists in the system as a current employee.

What to do next?
- Speak with the new employee or review the application materials to determine if he or she is currently employed by UF or has previously been employed by UF.
- Determine which hiring authority-- Academic Affairs, Central Employment, or Student Employment-- hired the employee most recently.
- Contact that hiring authority (Academic Affairs, Central Employment, or Student Employment) to discuss the status of your new employee.
- If action is required by the hiring authority, that office will take the needed action to allow you to complete the hire.
- If action is not required by the hiring authority, you will be directed to complete the job action for assigning an additional job to a current employee.

For more information on assigning an additional job, see the Assign Additional Job web tutorial and instruction guide.