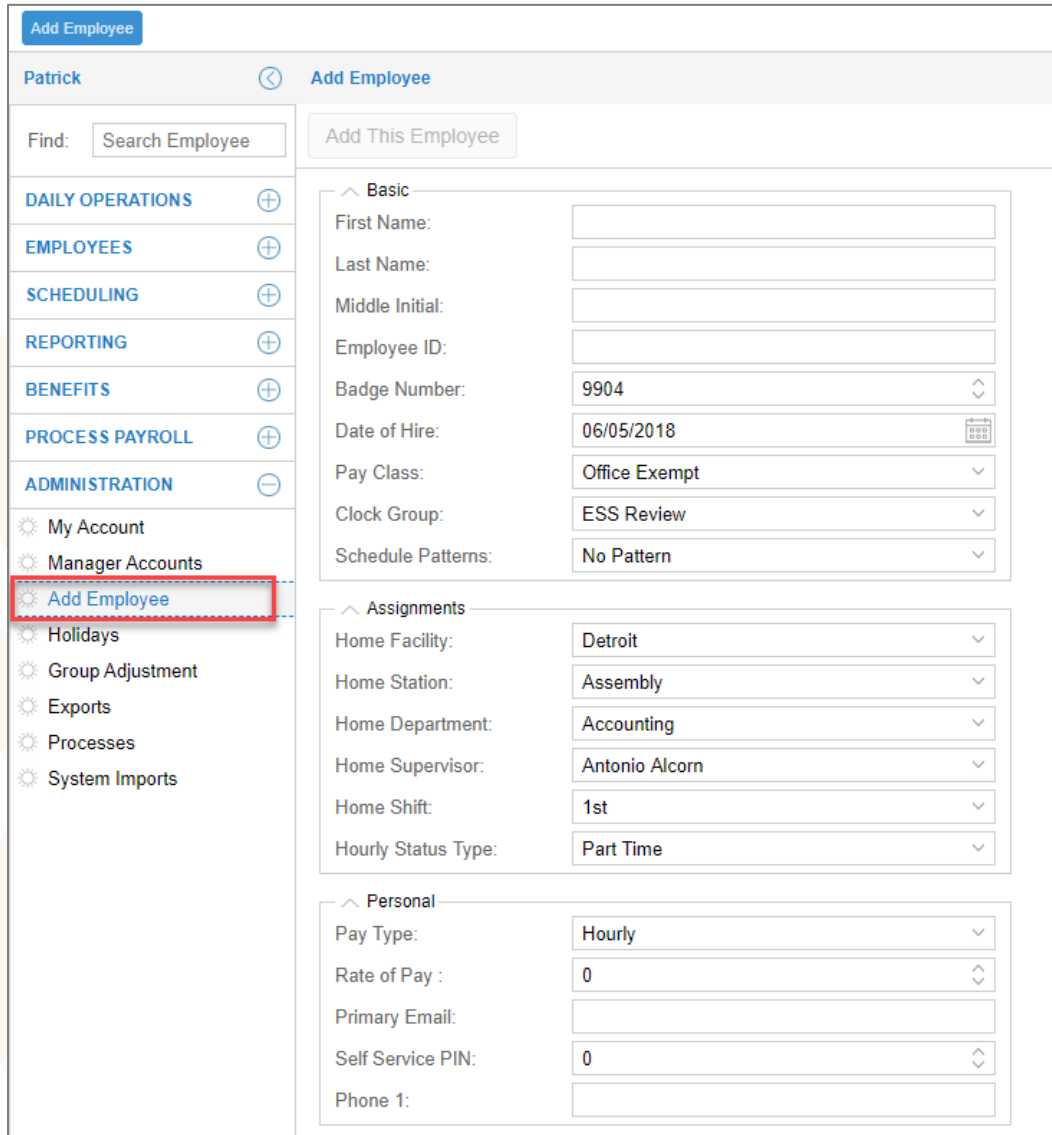


ADDING NEW EMPLOYEES

This document describes how to add a single employee to the system. As employees are hired in, they can be added singly using the **Add Employee**.

Access the Add Employee from the ADMINISTRATION menu group.



Add Employee

Patrick ← Add Employee

Find:

DAILY OPERATIONS (+)

EMPLOYEES (+)

SCHEDULING (+)

REPORTING (+)

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PROCESS PAYROLL (+)

ADMINISTRATION (-)

- My Account
- Manager Accounts
- Add Employee**
- Holidays
- Group Adjustment
- Exports
- Processes
- System Imports

Basic

First Name:

Last Name:

Middle Initial:

Employee ID:

Badge Number:

Date of Hire:

Pay Class:

Clock Group:

Schedule Patterns:

Assignments

Home Facility:

Home Station:

Home Department:

Home Supervisor:

Home Shift:

Hourly Status Type:

Personal

Pay Type:

Rate of Pay:

Primary Email:

Self Service PIN:

Phone 1:

The following describes how to add a new employee to the system. Please note that additional information can be added, or items changed after the process is completed. Additional changes are made in the employee's Personal Information.

ADDING EMPLOYEE INFORMATION

Fill in each sections defined below. The tables below each section describes the fields in the Add Employee screen. Use it as a guide for adding a single, new employee to the system.

BASIC

^ Basic

First Name:	Michael
Last Name:	Veldman
Middle Initial:	J
Employee ID:	123456789
Badge Number:	1234
Date of Hire:	06/05/2018
Pay Class:	Production
Clock Group:	ESS Punch
Schedule Patterns:	6:30 a - 2:45p (1st shift)

Field	Description
First Name	The employee's first name.
Last Name	The employee's last name.
Middle Initial	The employee's middle initial.
Employee ID	A unique number for each employee. The employee ID can be A/N and up to nine digits. This number usually matches a payroll number.
Badge Number	The employee's unique badge number. The badge number can be up to nine characters.
Date of Hire	The employee's first day of work at the company.
Pay Class	The employee's pay class. Pay classes are a collection of settings that capture your attendance guidelines and pay policies.
Clock Group	Clock groups can restrict what time clock employees can punch. It can also be used to restrict features in ESS.
Schedule Pattern	The employee's schedule pattern – a predefined schedule that automatically repeats. A schedule pattern includes a week, two weeks, or many days of predefined schedules. You can choose not to assign a schedule pattern.

Assignments

^ Assignments

Home Facility:	Detroit
Home Station:	Production
Home Department:	Prod Shop
Home Supervisor:	Antonio Alcorn
Home Shift:	1st
Hourly Status Type:	Full Time

Field	Description
Workgroup	The employee's workgroup. The system may prompt for more than one workgroup level. Examples: Location, Department or Position

Personal

^ Personal
 Pay Type:
 Rate of Pay:
 Primary Email:
 Self Service PIN:
 Phone 1:

Field	Description
Pay Type	Describes whether the employee is hourly or salaried.
Rate of Pay	Describes the employee's hourly pay rate.
Primary Email	The employee's email address. This address will be used to notify employees.
Self Service PIN	The employee's personal identification number for use with Employee Self Service (ESS) and ESS Mobile.
Phone 1	The employee's telephone or cell number.

Address

^ Address
 Address Line 1:
 Address Line 2:
 Address Line 3:
 Address City:
 Address State:
 Address ZIP:

Field	Description
Address Line 1 - 3	The employee's home address.
Address City	The employee's city.
Address State	The employee's state or province.
Zip/PC	The employee's zip or postal code.

Other

^ Other
 Active Status:
 Active Condition:
 Inactive Condition:

Field	Description
Active Status	A way to classify the employee as either Active or Terminated .
Active Condition	A way to further classify the employee based first on their Active Status For example, an employee is active, but considered probation or temp.
Terminated Condition	Terminated Condition is not available unless the Active Status of Terminated is selected. This is typically NOT done when adding a new employee, but later in the employee's Personal Information when they no longer work for the company. Examples: Permanent or Seasonal.