

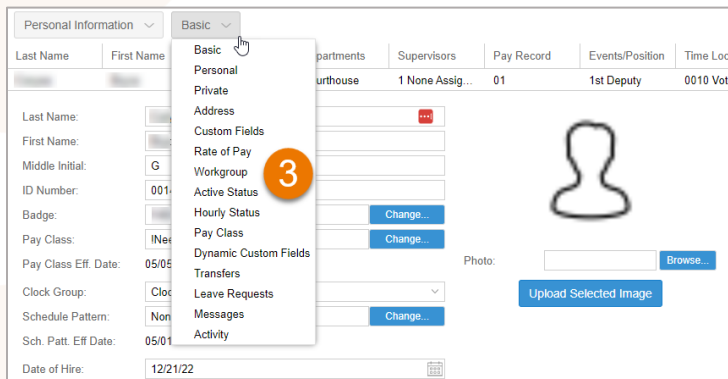
ASSIGN NEW EMPLOYEES IMPORTED FROM LOW

The point of record for employee demographics is the LOW system. Employees will sync from LOW to AoD. There is some vital, unique information AoD will require that LOW cannot provide. The following steps will show how to complete the information needed for each new employee.

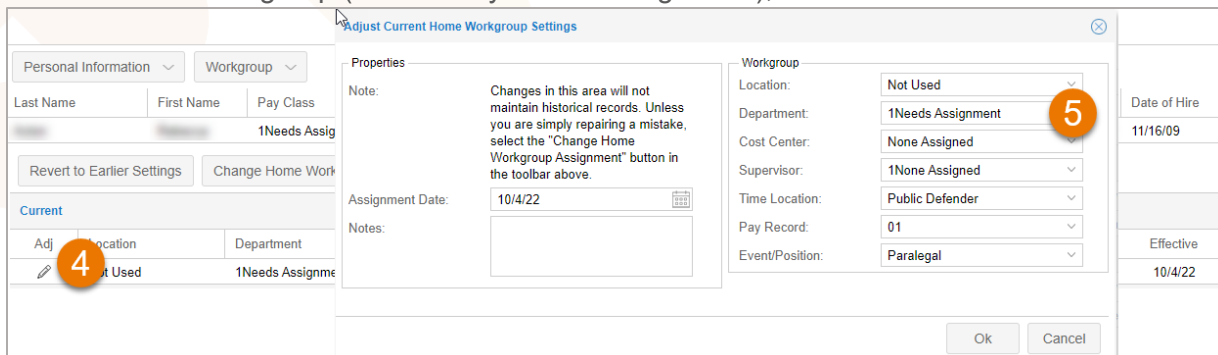
- Once you add a new employee in LOW, the employee will be integrated into AOD as an “Unassigned Employees”. To view these employees, select the menu item of **Unassigned Employees**
- Select the first employee on the list.

Find: Search Employee	Excel	Print Preview	Filter	Clear		
LOW INTEGRATION						
Unassigned Employees 1	Last Name	First Name	Pay Class	Departments	Supervisors	Pay Record
	Coryea	Bryce	1Needs Assig...	Courthouse	1 None Assig...	01
Import Log Report (LOW)	Ellis	Marjorie	1Needs Assig...	Courthouse	1 None Assig...	01
	Goss-Reaves	Lori	1Needs Assig...	Courthouse	1 None Assig...	01
	Persinger	Craig	1Needs Assig...	Courthouse	1 None Assig...	01
	Rickey	Pamela	1Needs Assig...	Courthouse	1 None Assig...	01
	Roop	Thomas	1Needs Assig...	Courthouse	1 None Assig...	01
	Stodghill	Barbara	1Needs Assig...	Courthouse	1 None Assig...	01
	Tedder	Elizabeth	1Needs Assig...	Courthouse	1 None Assig...	01

- Once selected, the screen will open the employee's Personal Information page. Click the second button at the top and select **Workgroup**.



- Click on the pencil icon on the current assignment to change.
- Select correct Workgroup (Should Say Needs Assignment), then click **OK**.



NOTE: Only use the pencil icon when changing a brand-new employee. If this is an existing employee that needs a department changed you will use the button **Change Home Workgroup**.

- Select the second button on the top again and choose **Pay Class**.
- Click the pencil and select the correct pay class that reflects the appropriate rules for the employee.

Personal Information		Pay Class		
Last Name	First Name	Pay Class	Department	Supervisor
Acton	Rebecca	1Needs Assig...	1Needs Assig...	1None Assig...
Change Pay Class				
Current				
Adj	Pay Class	Effective	Comments	
	Needs Assignment	7/20/22		
Historical				

Adjust Current Pay Class Settings

Properties

Note: Changes in this area will not maintain historical records. Unless you are simply repairing a mistake, select the "New Pay Class" button in the toolbar above.

Pay Class:

Effective Date:

Notes:

OK Cancel

NOTE: Only use the pencil icon when changing a brand-new employee. If this is an existing employee that needs their Pay Class changed you will use the button **Change Pay Class**.

- Repeat all the above steps until there are no new unassigned employees on the list.

SALARY EXEMPT / NON-EXEMPT EMPLOYEES

With salary exempt (like elected officials) and salary non-exempt employees there are some additional steps.

Salary exempt employees are usually in AoD for vouchers reports and tracking paid time off only. Salary non-exempt employees are in AoD for voucher reports, tracking paid time off, and to track overtime hours.

- In LOW, Salary Exempt employees should be set up as pay type **Salary** and **Yes** for Exempt. Salary non-exempt can be set up as **No** for Exempt or as **Hourly** pay type depending on how LOW instructs.
- When the employees sync to AoD please make sure they are setup in AoD correctly.
 - Salary Exempt** – In Rate of Pay Page: Pay Type = Salaried, Rate of Pay = 0
 - Salary Non-Exempt** - In Rate of Pay Page: Pay Type = Hourly, Rate of Pay = hourly rate.

Employee:

Status: Active Inactive

Main Pay Record: No Yes

Pay Type:

Salary Exempt: No Yes

Annual Pays:

Retirement
Type:
Number:

Personal Information		Rate of Pay	
Last Name	First Name	ID	Badge
Adams	Donald	08144	8144
Change Rate and/or Pay Type			
Current			
Adj	Rate of Pay	Pay Type	Effective
	0.0000	Salaried	4/14/23

Personal Information		Rate of Pay	
Last Name	First Name	ID	Badge
		07103	7103
Change Rate and/or Pay Type			
Current			
Adj	Rate of Pay	Pay Type	Effective
	23.9800	Hourly	1/20/23