

How to Add a New Employee

The Add New Employee Wizard will guide you through adding a new employee. There are 7 steps to add a new employee to the system. Information is not required on every screen but you need to **complete all 7 steps** of the New Employee Wizard.

1. On the left side Navigation pane, *click* on **Employee Maintenance** as illustrated. This will expand the Employee menu.
2. *Click* on **Profile** under **Employee Information** as shown above. This displays the Employee detail screen.
3. *Click* on **ADD** button at the bottom. This will start the Add New Employee Wizard.

The screenshot shows a web application interface for managing employee profiles. On the left is a navigation pane with categories like 'Daily Procedures', 'End of Period Procedures', 'Reports', and 'Employee Maintenance'. Under 'Employee Maintenance', 'Employee Information' is expanded to show 'Profile'. The main area is titled 'Profile' and has tabs for 'Employee', 'Employment', 'Badge', and 'Demographic'. The 'Employee' tab is active, showing a form with fields for First Name (PATRICK), Middle Initial, Last Name (MARTEL), Salutation (Mr.), Employee Number (000000008), SSN, and Title (Injection Molding Tech). To the right of these fields are dropdown menus for Photo (ADD), Time Zone (Central), Preferred Language (English), Export Override (Include Employee), Effective Date (04/22/2013), and Stop Date. At the top right, there is a 'VIEW SNAPSHOT AS OF: 07/18/2014' button. At the bottom, there are five buttons: SAVE, TERMINATE, UPDATE, DELETE, and ADD.

Field	Value
First Name	PATRICK
Middle Initial	
Last Name	MARTEL
Salutation	Mr.
Employee Number	000000008
SSN	
Title	Injection Molding Tech
Photo	ADD
Time Zone	Central
Preferred Language	English
Export Override	Include Employee
Effective Date	04/22/2013
Stop Date	

Detail View ✕

New Employee 🖨️ ?

Employee
Primary
Employment
Org Level
Supervisor
Groups
Security

Name: First: M.I. Last:

Pay Group: ▼

Supervisor Level: ▼

Effective Date: ▼

SAVE

- **Full Name:** *Enter the first name, middle initial (if known) and the last name of the employee.*
- **Pay Group:** *Click the down arrow and select the pay group for the employee.*
- **Supervisor Level:** *The supervisor level determines permissions or rights of what the employee will have access to. Click the down arrow and select the appropriate Supervisor Level for the employee.*
- **Active Pay Period:** *By default the first day of the active pay period is displayed. Click the down arrow and select the appropriate date. *The employee will not appear in the main drop-down until your system is in the period of the chosen date.*

Primary

Primary Information relates to those items that identify the employee in the system such as social security number or badge number.

Employee	Primary	Employment	Org Level	Supervisor	Groups	Security
Employee Number:	000652					
Badge Number:	<input type="text"/>					
SSN:	<input type="text"/>					
Title:	<input type="text"/>					
Time Zone:	Central ▼					
Export Override:	Include Employee ▼					

- **Employee Number:** The employee number is not required, but highly recommended
- **Badge Number:** Enter a badge number if your company uses time clocks with card readers
- **SSN:** Social Security Number is not required
- **Title:** Enter the employee's title if appropriate
- **Time Zone:** Choose the time zone in which the employee will be working
- **Export Override:** Defaults to **include** the employee in the payroll export file. If the employee will not need to be exported for payment, *click* the **down arrow** and *select* **Exclude Employee**. **** If Exclude Employee is selected, accruals will not be calculated.**

Employment

Employment information determines how the employee will be classified for payroll purposes.

Detail View ✕

New Employee 🖨️ ?

Employee Primary **Employment** Org Level Supervisor Groups Security

Employment Type:	Full Time	▼	AFFORDABLE CARE ACT		
Hire/Re-Hire Date:	07/14/2014		Healthcare Group:	N/A	▼
Normal Hours/Period:	0.00		Pre-tax:	No	▼
Pay Rate:	0.00		Work Country:	United States	▼
Pay Status:	Hourly	▼	Work State:	N/A	▼
Salary:	0.00				
Withholding:	Required	▼			
Work Shift:	First	▼			

SAVE

- **Employment Type:** Enter the **Employment Type** for the employee.
- **Hire Date:** Enter the **Hire Date** for the employee. This information is **required** for accruals calculations.
- **Pay Status:** this defaults to Active.
- **Withholding:** defaults to Required. *Click the **down arrow** to select **Exempt** if applicable.*
- **Pay Rate:** the rate of pay is not required or needed in Time & Attendance.
- **Salary:** is not required in Time & Attendance.
- **Work Shift:** defaults to First Shift. *Click the down arrow to select a **different shift** as needed.*
- **Normal Hours:** not normally needed. Complete if calculations will be done based on the normal hours the employee works.

Org Levels

Organizational levels allow you to assign the employee to a location or department depending on your company's organizational structure.

Detail View ✕

New Employee 🖨️ ?

Employee Primary Employment **Org Level** Supervisor Groups Security



Division	OEM Manufacturing	▼
Department	Administration	▼
Job Function	Customer Support	▼
Employee	N/A	▼

SAVE


Click the **down arrow** and *select* the appropriate **organizational level** for the employee.

Supervisor


This step allows you to assign supervisor for the employee.

New Employee  

Employee Primary Employment Org Level **Supervisor** Groups Security

WADDEL, TAMMY 

Executive Team

WADDEL, TAMMY 

Manager

DOSIER, TERESA

GARCIA, CARLOS

Manager, TimeStar


MORRISON, KEVIN

Reid-Test, Mary E

Supervisor

SUPERVISOR

SAVE

- Select the **name of the employee's supervisor** in the right drop-down box.
- Click the  to add the name under the Supervisor list.

Groups

Group assignments are schedules, accruals, time or attendance the employee may be assigned to.

Detail View ✕

New Employee 🖨️ ?

Employee Primary Employment Org Level Supervisor **Groups** Security

Request Workflow Group: VoxUrbana Music Co. ▼

Schedule Group: Office / Admin ▼

Vehicle: Personal ▼

Accrual Group: Hourly Employees ▼

SAVE

- Click the **down arrow** and *select* the appropriate group assignment(s).

Security

This is an important step as it establishes the user account for the employee. If this is not completed the employee will not be able to log into the system.

The screenshot shows a 'Detail View' window for a 'New Employee' record. The 'Security' tab is active, displaying the following fields and values:

- User Name: BEMPLOYEE
- Password: [masked]
- Confirm Password: [masked]
- Authentication: TimeStar
- Email Address: bemployee@vox.com
- Generate exceptions at login: No
- Force user to change password at next login: Yes

Membership lists are also visible:

- Company Memberships: VoxUrbana Music Co.
- Group Memberships: Hourly

A 'SAVE' button is located at the bottom left of the form.

- **Username:** enter the **username** following the protocol established for your company.
- **Password:** enter the **password** for the employee.
- **Confirmation:** enter the **password** again to confirm it.
- **Email address:** this is not required to add a new employee, but if you want the system to email alerts to the employee, it is necessary.
- **Exceptions:** leave the default of **No**.
- **Change Password:** click **Yes** to force a password change upon initial login by the employee.
- **Authentication:** leave as **TimeStar**.
- **Company Membership:** select the appropriate **company name** in the right box and click the << button to move the name to the box on the left.
- **Group Membership:** select the proper group for the employee and click the << button to move the group to the box on the left. ***Only chose one group, or the employee will be unable to log into the system.**
- Click **SAVE**. The system will prompt with any missing fields. Click **OK**.