

Hiring an Employee

If you are using the onboarding tool, once you have received the email that your EE has completed the onboarding process go to: **Employee Admin Tools> Employee Administration> Pending Employees** From here you will hire the new employee using the New Hire Wizard.

To begin the new hire wizard process, click the three dots to the left of the employee's name in the Actions column. A menu will open. Click **New Hire Wizard** and it will launch the next steps.

Pending Employees

Actions	Employee	Legal	Onboarding Template	Current Step	Status
> ...	Heather Garcia @gmail.com	University Training Management Comp Philadelphia, PA	Onboarding 2022	Client Onboarding Wizard Assigned To: Client User - Onboarding	Assigned to Me
> ...	nski r@isolvedhcm.com	University Training Management Comp Mount Laurel, NJ	New Hires 2022 v 2	Client Onboarding - Client User Assigned To: Client User - Onboarding	Assigned to Me
> ...	Susie Jones kshoemaker@isolvedhcm.com	University Training Management Comp SARASOTA, FL	New Hires 2022 v 2	Client Onboarding - Assigned Manager Assigned To: Multiple	Assigned to Me
> ...	JOHN T ABLE	Mount Laurel, NJ			Available to Hire
> ...	Anne P Stevens csummey91308@gmail.com	University Training Management Comp Philadelphia, PA	New Hires 2022 v 2	Employee Onboarding Wizard Assigned To: Multiple	Waiting on Employee

New Hire Wizard

The New Hire wizard is a series of screens that provide a step-by-step approach for adding employee data.

As you complete the information on each of the four screens, click **Next** at the top of the screen to save your work and move to the next screen.

The New Client Wizard consists of:

- Employee Information
- Employment Information
- Job and Labor
- Salary

NOTE: Before starting this process, please ensure you have all required information to complete the new hire. Many fields are required and it cannot be completed without all required fields entered.

Employee Information

Employee Information (required): This page allows the user to review and enter in the new hire's information such as name, address, SSN, birth date, gender, etc. If an employee has completed this in the onboarding process, their information will be populated and this screen will just be here to review and update, if necessary.

Pending Employees
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→ Next
↶ Go Back to List

1 Employee Information

- ☒ Employee Information
- ☐ Employment Information
- ☐ Job and Labor
- ☐ Salary

2 Process Evaluation

- ☐ Workflow Transition
- ☐ Data Audit

Heather Garcia (3/25/2022) - Employee Information

University Training Management Company DBA UTMC

Employee Name

* First Name:

Preferred Name:

Middle Name:

* Last Name:

Prefix:

Suffix:

Personal Information

* ID Type:

* SSN:

Marital Status:

* Birth Date: / /

* Gender:

Military Status:

Employee Address

Address:

Zip Code:

City:

State:

Residence Location:

Contact Information

Home Phone:

Mobile Phone:

Work Phone:

Fax Number:

Personal Email:



Employment Information


Employment Information (required): This page will allow the user to complete the new hire's employment fields, such as, status, hire date, organization fields, self-service email, and clock security.


Nathan Ryan - Employment Information


Michael's isolved Co


Employment Information

* Work Location:  

* Status: 

* Hire Date: 

Adjusted Service Date: 


* Employment Category: 


* Employee ID:

TimeClock ID:

☐ Include in New Hire Report

Organization Fields

Division: 

* Department: 


Self-Service Information


Self-Service Email: 



☐ Enable Self-Service Access

Clock Configuration

☐ Enable Biometrics


Finger Template: 


Clock Password: 

Clock Security:  

☐ Allow Door Access

☐ Display Clock Message

Lunch Restriction: 

Break Restriction: 

- Hire Date populates with today's date. This can be changed if necessary.
- Adjusted Service Date is used if the employer has an agreement with the employee to extend benefits without a waiting period or allow for previous experience to add to their seniority.
- Employee ID we auto populate based on the next number.
- City and State will populate upon entering zip code.



Salary

Salary (required): The page's user will be able to complete all information surrounding the salary of the new hire, such as, pay group, pay type, annual salary, hourly rate, and alternate pay rates.

Nathan Ryan (3/21/2022) - Salary

Michael's isolved Co

Salary

* Pay Group:	Bi-Weekly		▼
* Pay Type:	Search or Select from list ▼		
* Frequency:	Bi-Weekly		▼
Normal Hours:	80.00		
Annual Salary:	55000.00		
Hourly Rate:	26.4423		
Per Pay Salary:	2115.38		
Notes:	<div></div>		

Alternate Pay Rate

No alternate pay rates exist for this employee.

[⊕ Add New](#)

- Select the Pay Group, Pay Type and Frequency.
- Normal hours will populate based on the frequency chosen.
- Entering the Annual Salary will calculate the per pay salary and hourly rate.
- Entering Hourly rate will calculate an estimated per pay salary and annual salary.
- You have the option to add **Alternate Pay Rates** for an employee. For example, an alternate rate for restaurants that pay different rates for hours worked waiting tables vs. hostess hours. The alternate rate categories would be setup under Client Management > Alternate Pay Rate. To add the rates for the new hire, simply click on the dropdown box, select the appropriate alternate pay rate name, and enter the rate in the adjacent box.
- Add any additional **Alternate Pay** rates by clicking **Add New**.

Job and Labor

Job and Labor (required): the user will be able to assign the new hire’s job, and organization manager/supervisor assignments

Nathan Ryan (3/21/2022) - Job and Labor

Michael's Isolved Co

Job

Job: 1070 - Sales

SOC Code Search:

Manager: Search or Select from list

Supervisor: Ethan Money

Compensation Plan: Search or Select from list

Override Policy Group: Search or Select from list

Notes:

Manager/Supervisor Organizations

* Legal	Organization Field	Organization Value	Manager	Supervisor	View Peers	Actions
Search or Sel...	Search or Sel...	Search or Sel...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Done Cancel

[Add New](#)

The “New Employee” and “Change Audit Report” are available with every payroll within the **Preview Payroll** or **Process Payroll** tabs. This report will produce all employees hired within the payroll period. It will also list any employee data that was changed within this pay period. Once the payroll has processed, the report will be available in the reporting archive.