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.

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.

Help Docs

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.

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:	Salt Lake City, UT
* Status:	Search or Select from list
* Hire Date:	3/20/2022
Adjusted Service Date:	
* Employment Category:	Search or Select from list
* Employee ID:	
TimeClock ID:	
	☐ Include in New Hire Report

Organization Fields

Division:	Search or Select from list
* Department:	Search or Select from list

Self-Service Information

Self-Service Email:	Michaeltesthcm1@gmail.com
	☐ Enable Self-Service Access

Clock Configuration

	☐ Enable Biometrics
Finger Template:	Search or Select from list
Clock Password:	
Clock Security:	Employee
	☐ Allow Door Access
	☐ Display Clock Message
Lunch Restriction:	Search or Select from list
Break Restriction:	Search or Select from list

- 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.

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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:	

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

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.