New Employee Setup

Options

A new employee can be set up either by using the menu item Setup New Employees or by using the menu item Modify Existing Employees and copying a current employee to create the new. The screens and the tabs that need to be completed are the same. If you copy an employee some information will be populated for you, but personal information of the original employee will not copy over.

Menu items

1. Edit – This will allow you to make a change to an existing Employee record. This is the default when you open Payroll – Employees – Modify Existing Employees.
2. New – This is used to create a new employee. This can be clicked on from the Modify Existing Employees screen. This is the default when you open Payroll – Employees – Setup New Employee.
3. Delete – This is used to delete an existing employee. If an employee has history, it cannot be deleted.
4. Save – This is used to save a new employee or a change after editing an employee. The system will automatically save when you are in the edit mode.
5. Undo – This will undo a change made to an employee record if it has not been saved by pressing the Save icon. You cannot undo deleting an employee.
6. Search – This will allow you to look at a list of all employees and select the desired employee.
7. Inquiry – This will launch the Employee Inquiry screen for the selected employee.
8. History Tracking – This will show a log for the selected employee of items that are set up for History Tracking within Payroll – Organization – Organization.
9. Previous – If you select the previous menu item, you will be moved to the previous employee every time you hit the Enter key on your keyboard.

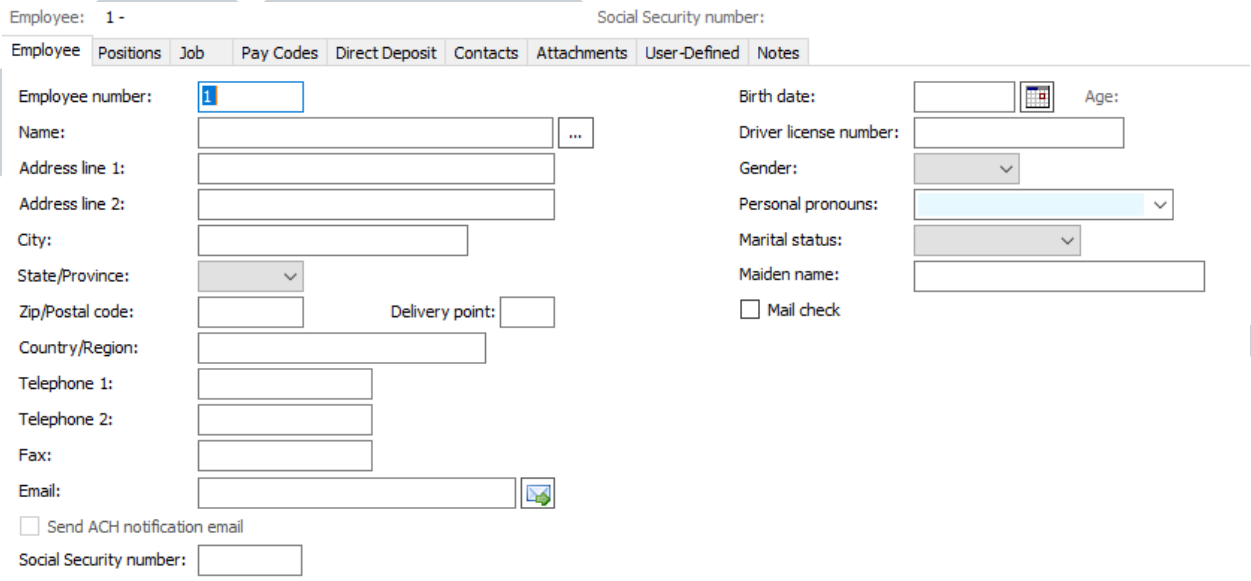
10. Next – If you select the next menu item, you will be moved to the next employee every time you hit the Enter key on your keyboard.
11. Copy – This will allow you to copy an existing employee to create a new employee.
12. Options – This allows you to lock the settings on specific fields so they cannot be changed.
13. Restricted Fields – This will allow you to open a locked field.
14. Application Help – Will take you to the online help guide.
15. What's this Help – When clicked, this will give you an explanation of any field you hover over.
16.

The search bar will allow you to enter an employee number or name. You can also move between employees with the arrows on the left side of the search bar. The drop down can be changed from Employee to Social Security Number or Department allowing you to search by those fields also.

Employee

To access Setup New Employees, you will open Payroll – Employees – Setup New Employees. If you have other Payroll windows open when setting up a new employee, they may need to be closed and reopened before the new employee will appear in them. Many clients will go to Modify Existing Employees and copy a similar employee to create the new employee. The same fields need to be populated/reviewed with both options.

The Employee tab stores high level information about the employee.



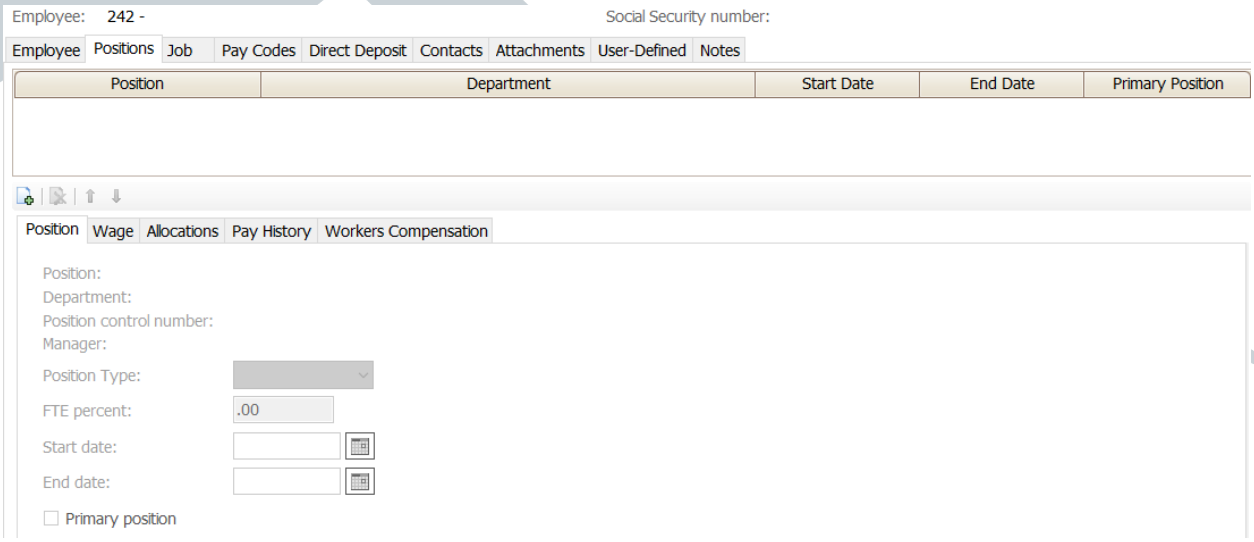
1. Employee Number – This is the number assigned to the employee. The system will auto populate the next available employee number. You can change the employee number by typing over it. All employee numbers must be unique.
2. Name – This is the name of the employee as printed on the social security card or I-9. Most will list the employee name in the format of last name, first name. Most will also type in all caps as that is the preference of the USPS for name and address formats.
3. Address Line 1 – This is the house number and street of an employee address.
4. Address 2 – This is the apartment or unit number of an employee address if not included in address line 1.
5. City – This is the city of an employee address.
6. State – This is the two letter abbreviation for the state of the employee address. Do not put the full state name or you will have errors on W-2 files.
7. Zip – This is the zipcode of the employee address. The delivery route can also be entered with the zip code.
8. Delivery point – This is a three digit code used as part of a bar code for the postal service.
9. Country/Region – This is the country of the employee address and is usually left blank.
10. Telephone 1 – This is the telephone number for the employee. The phone number will not auto format. You can enter numbers, letters and special characters in the field and have space for 18 characters.

11. Telephone 2 – This is a secondary telephone number for the employee. The phone number will not auto format. You can enter numbers, letters and special characters in the field and have space for 18 characters.
12. Fax – This is a fax number for the employee. The phone number will not auto format. You can enter numbers, letters and special characters in the field and have space for 18 characters.
13. Email – This is the employee email address. This field is used to send welcome emails if you have miPayOnline (allows for viewing of pay stubs online and more).
14. Social Security Number – This fields stores the employee social security number as it appears on the social security card or I-9. This field will auto format.
15. Birth Date – This is the employee date of birth as it appears on the I-9. This field will auto format. Once populated, this system will display the employee age.
16. Driver License Number – This fields is not required. It will not auto format. It will allow for 20 characters; number, letter or special characters.
17. Gender – This is the employee gender and is used for Federal and State reporting. Options include blank, male, female and unknown.
18. Personal pronouns – This field is self-validating; once you enter a value(s) in it a list will develop for you to select from.
19. Marital status – This field allows you to record the current marital status of an employee without impacting and payroll elections (insurance, withholding etc).
20. Maiden Name – This field is not required but can be populated based on the I-9.
21. Mail Check – This check box does not control anything. It does allows you to filter or sort a report by this field. This field is used most often to track whether a direct deposit slip needs to be printed when online viewing of pay stubs is offered.

Positions Tab

The Positions tab of an employee record allows us to control the rate, general ledger accounts and more. The Positions tab is broken into five subtabs: Position, Wage, Allocations, Pay History and Workers Compensation.

1. Positions subtab



   a. At least one position must be assigned to an employee.

      i. To assign a position, click the New icon on the position tab.

      ii. Select the appropriate position and department combination and click OK.

      iii. Repeat if needed.

   b. Select the Position Type from the drop down of Appointed, Elected, Full Time, Part Time, Seasonal, Temporary or Volunteer. This field is used for reporting purposes only.

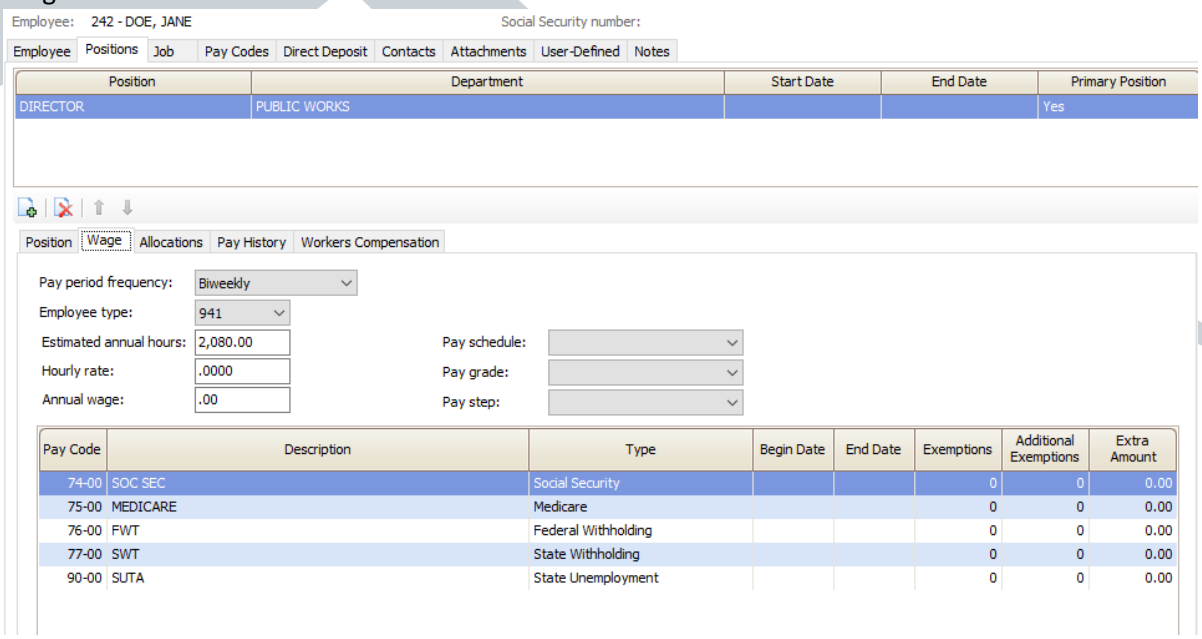
   c. Populate the FTE Percent of the employee in the selected position. This field is optional.

   d. Enter a start date for the employee in this position. This will not always match the employee's actual start date as this field is related to the time the employee started in the specific position. As an employee moves from one position to another, the start and end dates on the position will show when the employee worked in each role.

   e. Enter an end date for the employee in this position if applicable. This will not always match the employee's end of employment as this field is related to the time the employee worked in the specific position. As an employee moves from one position to another, the start and end dates on the position will show when the employee worked in each role.

   f. Primary position must be marked for one, an only one, of an employee's active positions. If one positions is not flagged as the primary position you will receive an error message.

2. Wage sub tab



a. The Pay Period Frequency drop down selection must match the how often the employee is regularly paid. This will impact calculations for taxes and salary.

   i. Annual – Represents that the employee is paid only once a year.

   ii. Biweekly – Represents that the employee is paid every other week. The system will treat this as 26 pay periods in a year (even if it is a year with 27 payrolls) for calculations.

   iii. Daily – Represents that the employee is paid every day of the year (260 days).

   iv. Monthly – Represents that the employee is paid once each month or 12 times a year.

   v. None – Represents that the employee is not paid for this position.

   vi. Quadweekly – Represents that the employee is paid every 4 weeks or 13 times a year.

   vii. Quarterly – Represents that the employee is paid once every 3 months of 4 times per year.

   viii. Semiannual – Represents that the employee is paid every 6 months or 2 times per year.

   ix. Semimonthly – Represents that the employee is paid twice each month of 24 times per year.

   x. Weekly – Represents that the employee is paid every week or 52 times per year.

b. The employee type will determine what type of Federal reports the employee wages will appear on and what type of tax form will be generated at the end of the year.

   i. 1099 – This type is used for nonemployees. This type will generate a 1099 at year end.

   ii. 941 – This type is used for wages paid to employees. This type will generate wages on a 941 report and a W-2 at year end.

   iii. 945 – This type is used for non-w2 payments like pension, gambling etc. This type will generate wages on a 945 report and a 1099 form at year end.

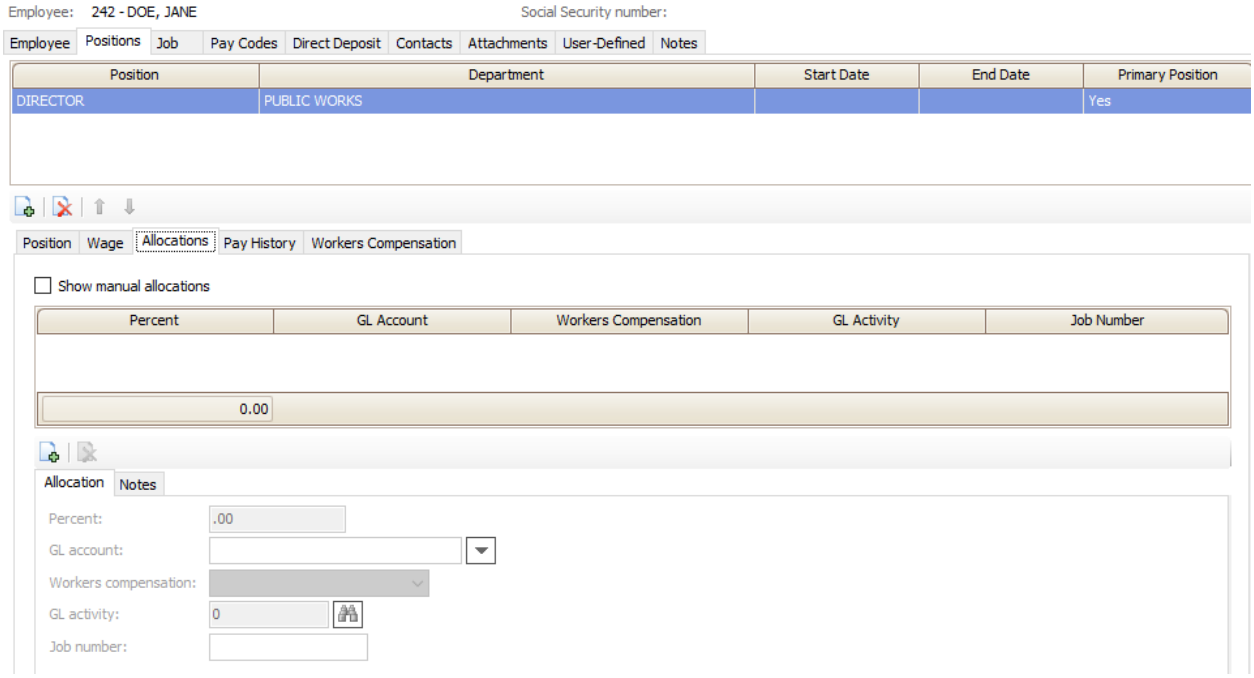
c. Estimated annual hours is an estimate of the number of hours an employee is expected to work during a normal year. This field is used for reports and rate estimates.

d. Hourly rate is the regular hourly rate an employee is paid. If not paid hourly, this is the calculated by the system as the annual wage divided by the estimated annual hours.

e. Annual Wage is the annual salary of an employee or the estimated annual hours multiplied by the hourly rate. If an annual salary, this amount will be divided by the pay period frequency to determine the base salary each payroll.

f. If Pay Schedules are set up, you can select the schedule, grade and step an employee is paid at instead of entering the hourly and annual wage.

3. Allocations sub tab



a. The box to Show Manual Allocations should be checked if the account numbers charged will change, or the amounts charged to each account number will change, each payroll.

b. Allocations allow you to set up the default general ledger accounts an employee's wages and benefits should be charged to.

   i. Click the New icon on the Allocation tab.

   ii. Enter the percent of wages that should be charged to the general ledger account. If the amount will change each payroll, set the percent to zero.

   iii. Enter the general ledger account number the wages should be charged to. Many times this account number will be masked to show the fund, department and cost center of an account with object code masked. If part of the account number is masked the system will look to the pay code for the remainder of the account number; this is how regular wages can be charged to different accounts than overtime etc.

   iv. If workers compensation premium codes are setup, the appropriate code can be selected to match the general ledger account being charged.

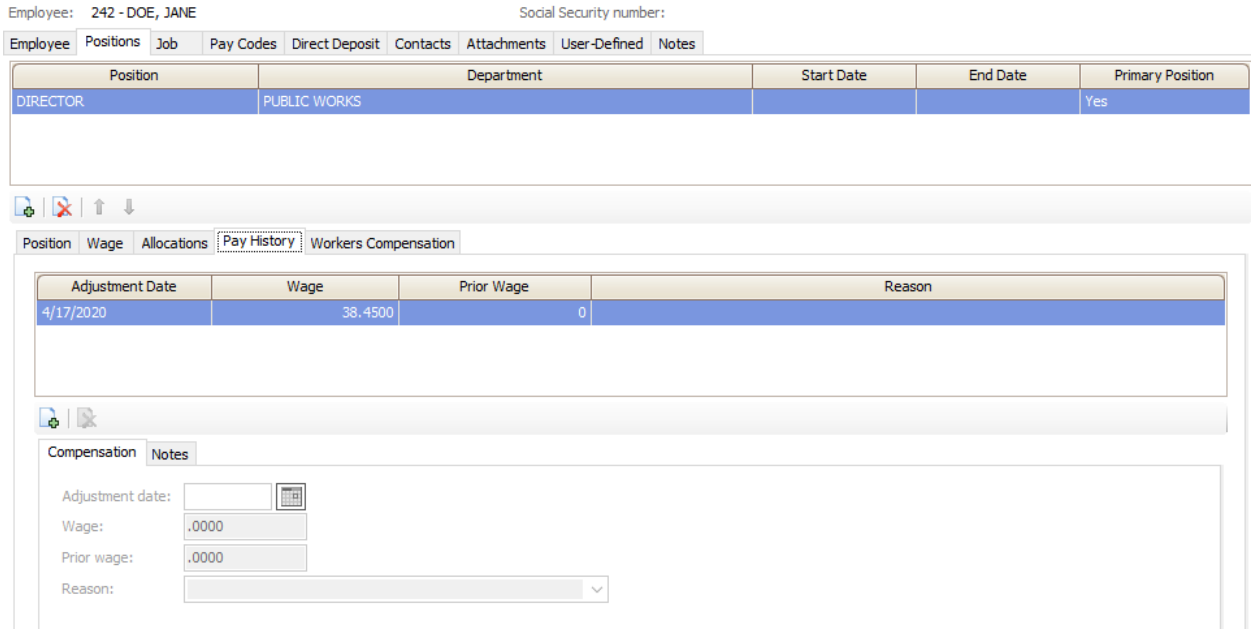
   v. If General Ledger Activities are being used and a default activity should be charged with the specific general ledger account it can be entered.

   vi. If Project Accounting is used and a specific Job should be charged when the general ledger account is used, the Job can be entered.

c. Repeat as needed.

d. Allocation percentage for all general ledger accounts on a position must equal 0 if showing manual allocations or 100.

4. Pay History sub tab

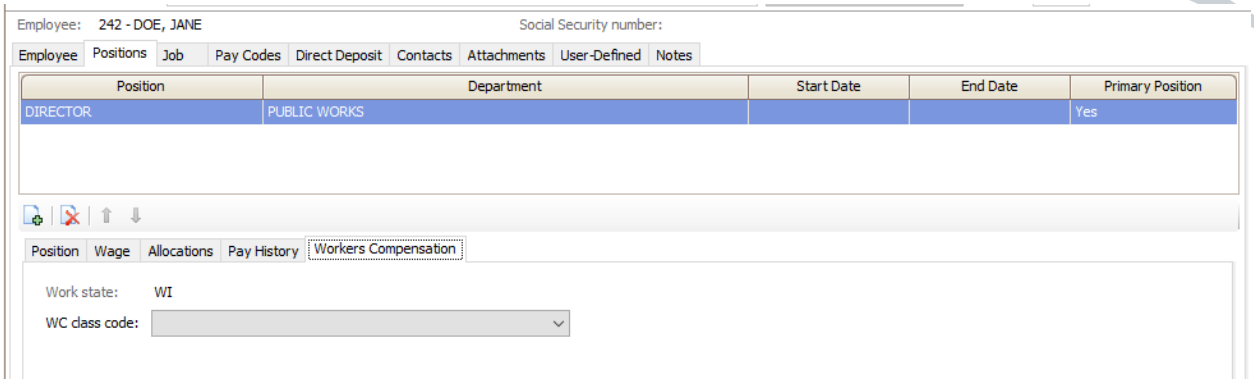


a. A record is created on the Pay History tab any time the hourly rate is updated on the Wage tab of a position. The entry will show the date the change was made, the new wage, prior wage and a blank reason.

b. Reasons can be added by clicking on the entry and typing a reason. Reasons entered will become part of a drop down list so they should not use employee names.

c. Additional history can be added by clicking the New icon on the Pay History tab and manually recording the adjustment date, new wage, prior wage and reason.

5. Workers Compensation sub tab

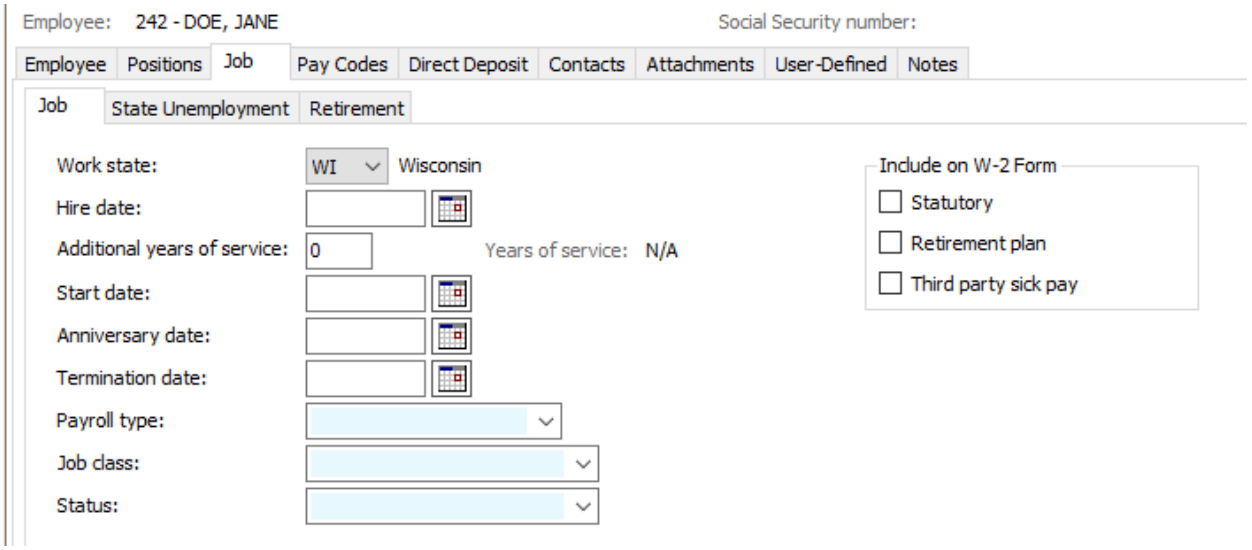


If workers compensation premium codes are setup, the appropriate code can be selected for the position from the drop down list on the Workers Compensation tab. Entries on the Allocation tab will supersede entries on the Workers Compensation tab.

Job Tab

The Job tab of an employee record allows us to store important dates and W2 information. The Job tab is broken into three subtabs: Job, State Unemployment and Retirement.

1. Job subtab



a. Workstate is the state where the employee works and will control options for unemployment.

b. Hire date is the date the employee is hired on. This date is used by the system to calculate years of service.

c. Additional years of service can be entered to increase the total years of service used in calculations.

d. Start date is the date the employee begins to work for the organization.

e. Anniversary date is the date the employee becomes eligible for benefits.

f. Termination date is the date the employee ends employment with the organization.

g. Payroll Type is a self-validating field. Whatever you type in this field will become part of a drop down. This is often used to identify whether an employee is elected or appointed etc.

h. Job Class is a self-validating field. Whatever you type in this field will become part of a drop down. This is often used to identify whether an hourly or salary.

i. Status a self-validating field. Whatever you type in this field will become part of a drop down. This is often used to identify whether an employee is full time or part time. This field is used for ACA purposes.

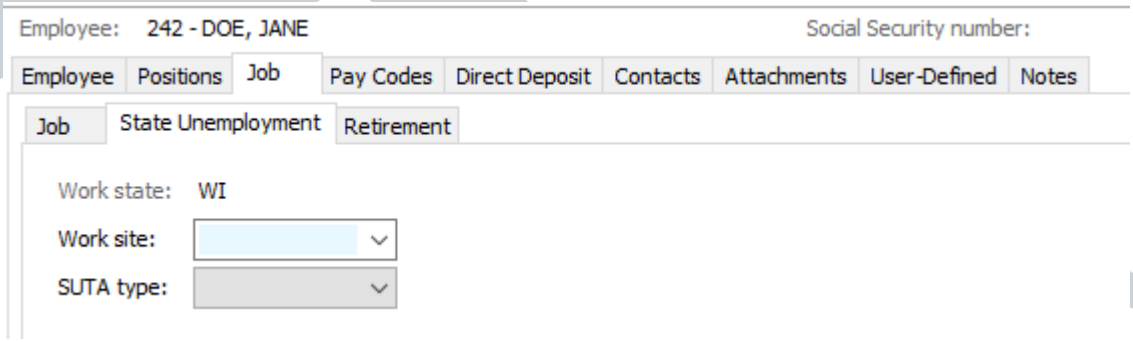
j. Include on W-2 Form will control whether the related boxes are checked on an employee W-2 or not.

    i. Statutory should be checked if the employee is and independent contractor under common-law rules but treated by statute as an employee. For specific details see section 1 in IRS Publication 15-A. This should not be checked for common-law employees.

    ii. Retirement plan should be checked for any employee that was an active participant for any part of the year in a retirement plan.

    iii. Third Part Sick Pay should be checked if you are reporting payments made by a third party. This should only be check for the employee receiving the payments and only for the year(s) the payments are received.

2. State Unemployment subtab



   a. Work Site is a self-validating field. Enter the worksite description where the employee works. This is used to separate employees on the unemployment worksite report.

   b. SUTA Type identifies the type of employee for unemployment.

      i. Exempt means an employee is exempt from unemployment. In some, but not all states, elected officials are exempt.

      ii. Regular is an employee that is subject to unemployment.

      iii. Seasonal is a classification for unemployment that is based on the number of employees at specific times of the year. State unemployment offices or auditors should be contacted before using this type.

3. Retirement subtab. The fields on the Retirement subtab will appear differently based on the state of the organization. These fields should be populated based on the specific state retirement setup.

Pay Codes Tab

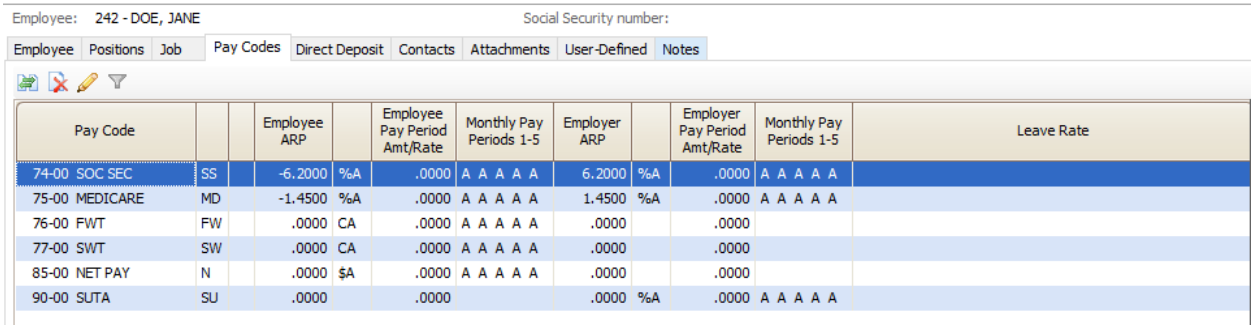
Pay codes are used to define how an employee's earnings, withholdings, benefits, or taxes will be calculated. There are various types of pay codes. Pay codes must be assigned to each employee to calculate payroll checks. Pay Codes setup menu is Payroll>Organization>Pay Codes. Pay codes can be setup as global settings that apply to every employee or they can be individualized on the employee record.

Below are some common pay code types (note: setup may vary depending on municipality):

Types	Abbreviation	Examples	Pay Codes #'s
Gross Regular Gross Overtime Gross Miscellaneous	GR GO GM	Wages, Overtime, Additional pay, Leave pay, Meeting pay	01-19

Expense Fringe Benefits	E FB	Mileage Reimbursements, Wellness, Life Insurance, Vehicle Use	20's
Deductions	D	Deferred Comp, Insurance, Union dues, Garnishments, Retirement	40-69
Taxes	FW, SW, SS, MD	Federal, State, SSI/Medicare	70-79
Net Pay	N	Printed Payroll check	85
Direct Deposit	DN	Net Pay deposited to EE bank account	86
Informational	SU, WC	SUTA, Workers Comp	90-99

The Pay Codes tab controls which pay codes are assigned to the employee.



1. A summary view allows you to see each pay code and the rate assigned to it.
    a. Pay Code is the number and title of the pay code.
    b. The second column shows an abbreviations of the pay code type.
    c. Employee ARP indicates the calculated amount, rate or percent.
    d. The fifth column shows how the ARP is calculated.
        i. $A – Amount
        ii. %A- Percent of Amount
        iii. %X – Extra Amount
        iv. %H – Hourly Rate
        v. RH – Rate per Hour

vi. RU – Rate per Unit

vii. CA – Calculation

viii. SA – Salary

e. Employee Pay Period Amt/Rate shows the calculated amount/rate.

f. Monthly Pay Periods shows which pay periods the pay code will calculate on.

g. Employer ARP indicates the calculated amount, rate or percent.

h. The ninth column shows how the ARP is calculated.

i. $A – Amount

ii. %A- Percent of Amount

iii. %X – Extra Amount

iv. %H – Hourly Rate

v. RH – Rate per Hour

vi. RU – Rate per Unit

vii. CA – Calculation

viii. SA – Salary

i. Employer Pay Period Amt/Rate shows the calculated amount/rate.

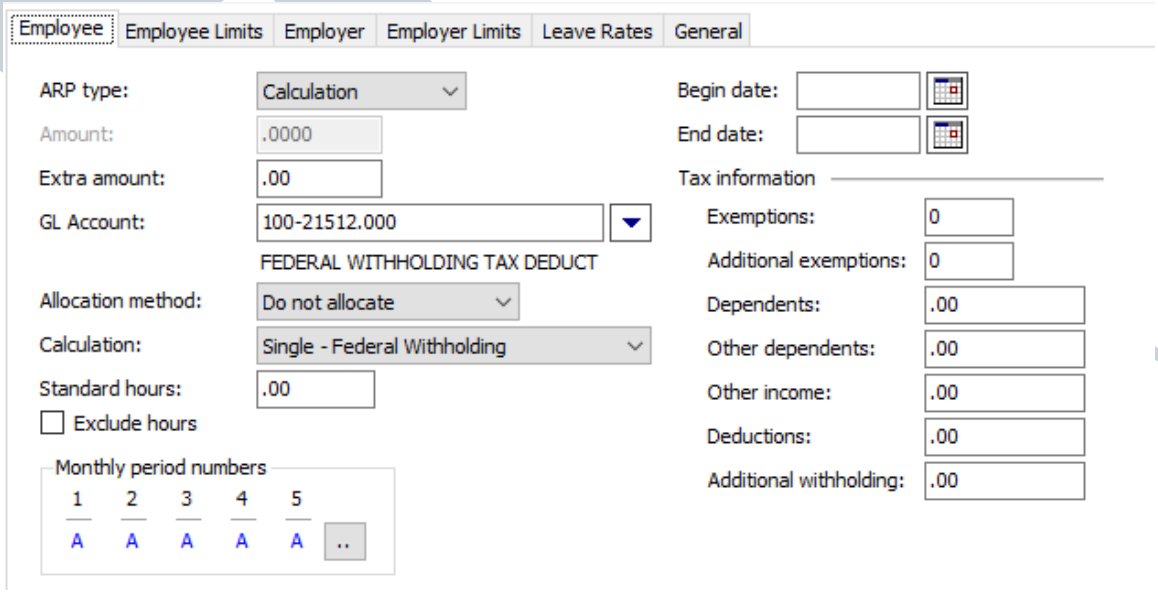
j. Monthly Pay Periods shows which pay periods the pay code will calculate on.

2. Pay Codes can be added to the employee record by clicking the Select Pay Codes icon . From the popup select the pay code to add to the employee from the Available Pay Codes (left side of the screen) and click Select so the pay code appears on the Selected Pay Codes (right side of the screen) and click OK.

3. Pay Codes can be removed from the employee record if there is no history on the employee pay code record by clicking on the pay code that should be removed and clicking on the delete icon on the pay code tab.

4. Pay Codes can be edited or customized for the employee by clicking pay code to be customized and then clicking the edit icon on the pay code tab. The fields available to customize will depend on the pay ocde selected. See the Pay Code article for detailed explanations of each field.

a. Employee tab



i. ARP Type can be changed at the employee record.

ii. Amount can be customized at the employee record.

iii. Extra Amount is a flat amount that will occur each selected pay period. This is used primarily for corrections or on the federal and state pay withholding pay codes.

iv. GL Account can be customized at the employee record.

v. Allocation Method can be customized at the employee record.

vi. Calculation can be customized at the employee record.

vii. Standard Hours can be populated on the employee record for the normal number of hours an employee is paid. This field will only work on the first active pay code for an employee.

viii. Exclude Hours can be customized at the employee record.

ix. Monthly Pay Periods can be customized at the employee record.

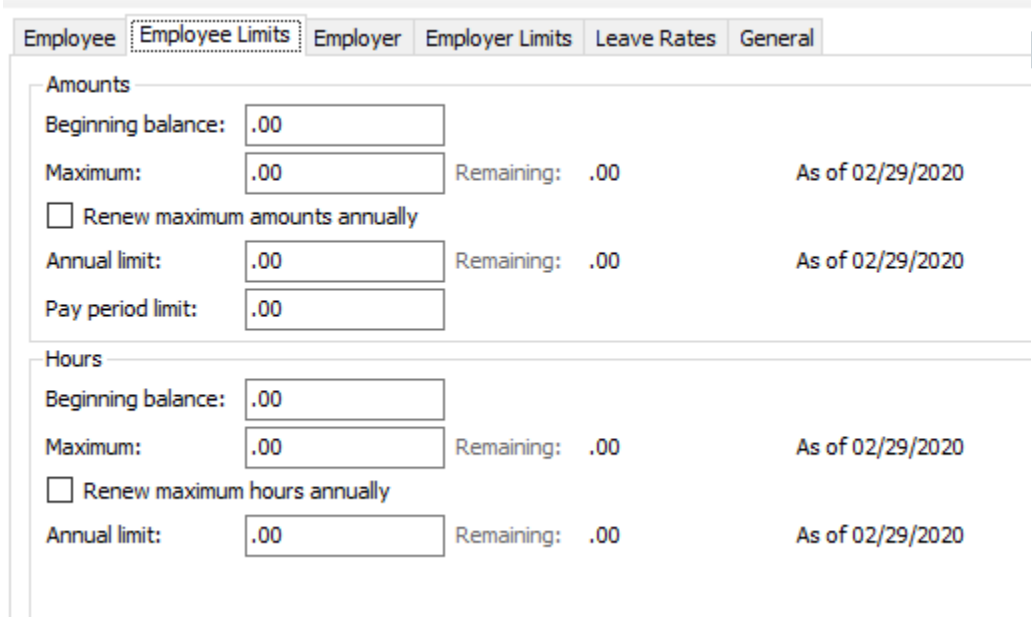
x. Begin Date is the date a pay code becomes effective. The system will act as if the pay code did not exist on the employee record until this date. This date is tied to the pay check date.

xi. End Date is the date a pay code stops being effective. The system will act as if the pay code did not exist on the employee record after this date. This date is tied to the pay check date. If terminating a pay code, it should be the date AFTER the last check date the code was used on.

xii. Standard Hours can be customized at the employee record for the normal hours worked each payroll. This field is only effective on the first active pay code for an employee.

xiii. Tax Information, including exemptions is customized on the employee pay code record.

b. Employee Limits tab



i. Amounts

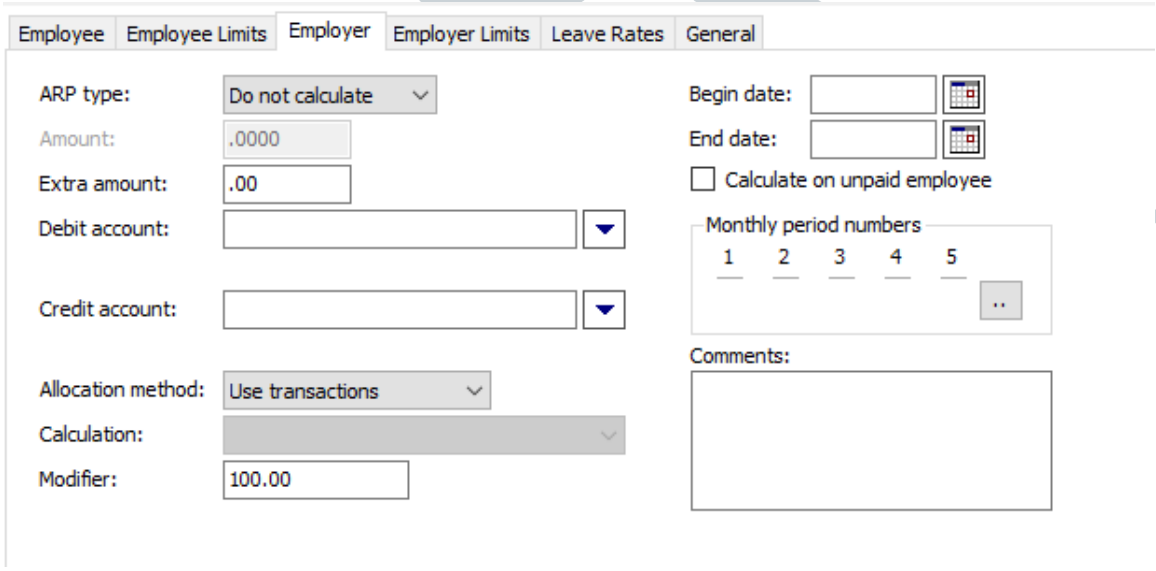
1. Beginning balance can be entered specific to each employee
2. Maximum is a lifetime maximum to be calculated on the pay code for the employee, including the beginning balance.
3. Renew maximum amounts annually will change the Maximum field into a calendar year limit.
4. Annual limit is only accessible on the employee pay code. This amount stop the calculation of the pay code at the limit each calendar year.
5. Pay Period Limit is a maximum amount the pay code can calculate for each pay period.

ii. Hours

1. Beginning balance can be entered specific to each employee
2. Maximum is a lifetime maximum hours to be calculated on the pay code for the employee, including the beginning balance.
3. Renew maximum hours annually will change the Maximum field into a calendar year limit.

4. Annual limit is only accessible on the employee pay code. This number will stop the calculation of the pay code at the hour limit each calendar year.

c. Employer tab



i. ARP Type can be changed at the employee record.

ii. Amount can be customized at the employee record.

iii. Extra Amount is a flat amount that will occur each selected pay period.

iv. Debit Account can be customized at the employee record.

v. Credit Account can be customized at the employee record.

vi. Allocation Method can be customized at the employee record.

vii. Calculation can be customized at the employee record.

viii. Modifier can be customized at the employee record to adjust the benefit amount calculated.

ix. Begin Date is the date a pay code becomes effective. The system will act as if the pay code did not exist on the employee record until this date. This date is tied to the pay check date.

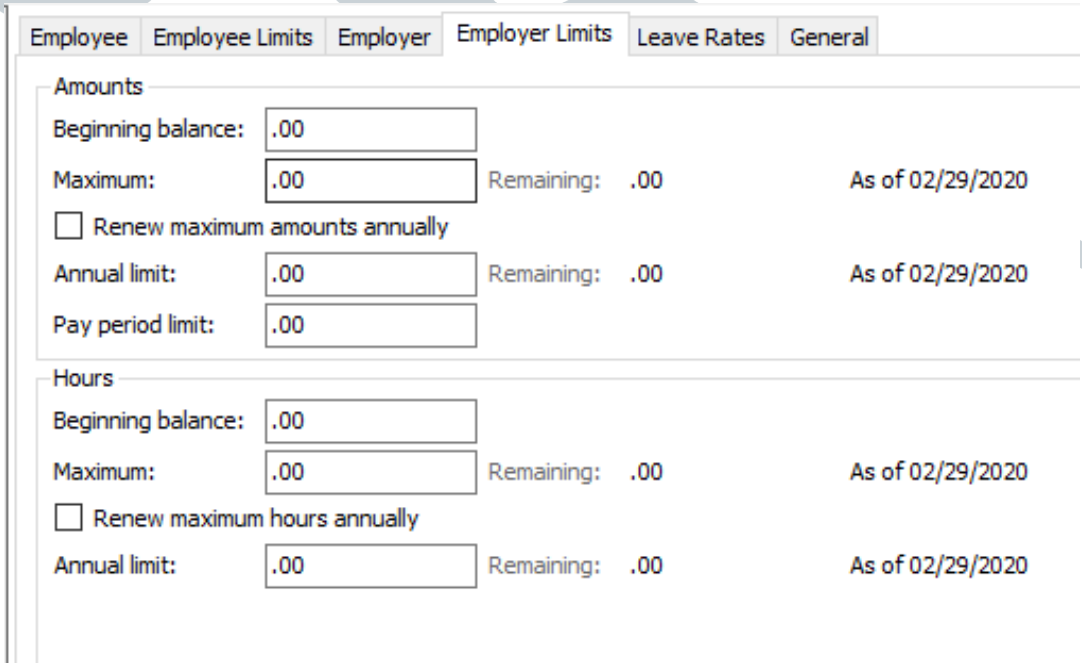
x. End Date is the date a pay code stops being effective. The system will act as if the pay code did not exist on the employee record after this date. This date is tied to the pay check date. If terminating a pay code, it should be the date AFTER the last check date the code was used on.

xi. Calculate on unpaid employee can be set at the employee record.

xii. Monthly Pay Periods can be customized at the employee record.

xiii. Comments can be added at the employee record.

d. Employer Limits tab



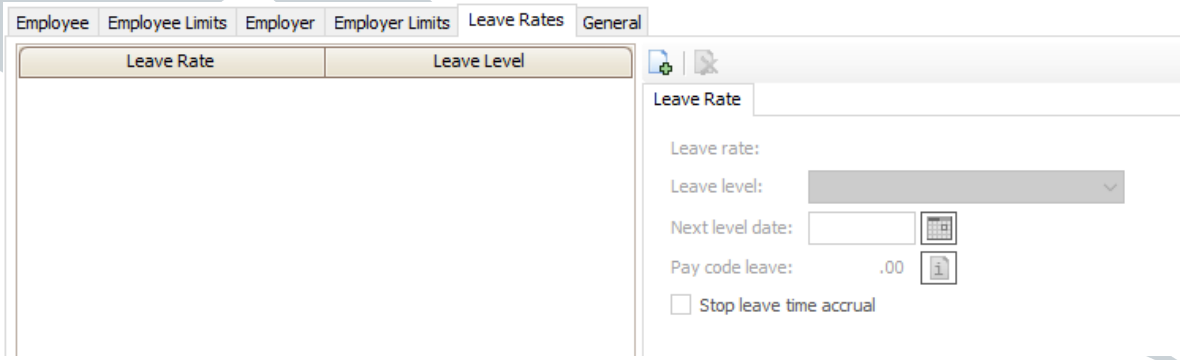
i. Amounts

1. Beginning balance can be entered specific to each employee
2. Maximum is a lifetime maximum to be calculated on the pay code for the employee, including the beginning balance.
3. Renew maximum amounts annually will change the Maximum field into a calendar year limit.
4. Annual limit is only accessible on the employee pay code. This amount stop the calculation of the pay code at the limit each calendar year.
5. Pay Period Limit is a maximum amount the pay code can calculate for each pay period.

ii. Hours

1. Beginning balance can be entered specific to each employee
2. Maximum is a lifetime maximum hours to be calculated on the pay code for the employee, including the beginning balance.
3. Renew maximum hours annually will change the Maximum field into a calendar year limit.
4. Annual limit is only accessible on the employee pay code. This number will stop the calculation of the pay code at the hour limit each calendar year.

e. Leave Rates tab



i. A leave rate can be added to the pay code by clicking the New icon, selecting the leave rate and clicking OK. Only one leave rate can be assigned per employee pay code.

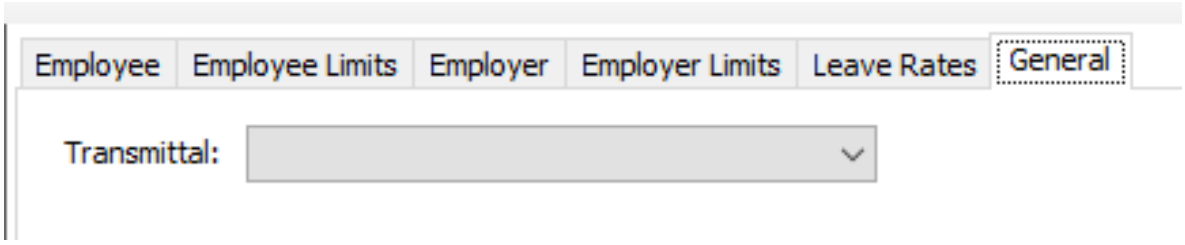
ii. The correct Level should be selected or verified.

iii. The Next Level Date should be verified (it should be in the future or blank if the employee is at the last level of the schedule).

iv. The employee balance can be seen and the activity viewed for the balance by clicking the inquiry icon .

v. Stop leave time accrual will allow the employee to still use any hours in the leave bank but not earn any more.

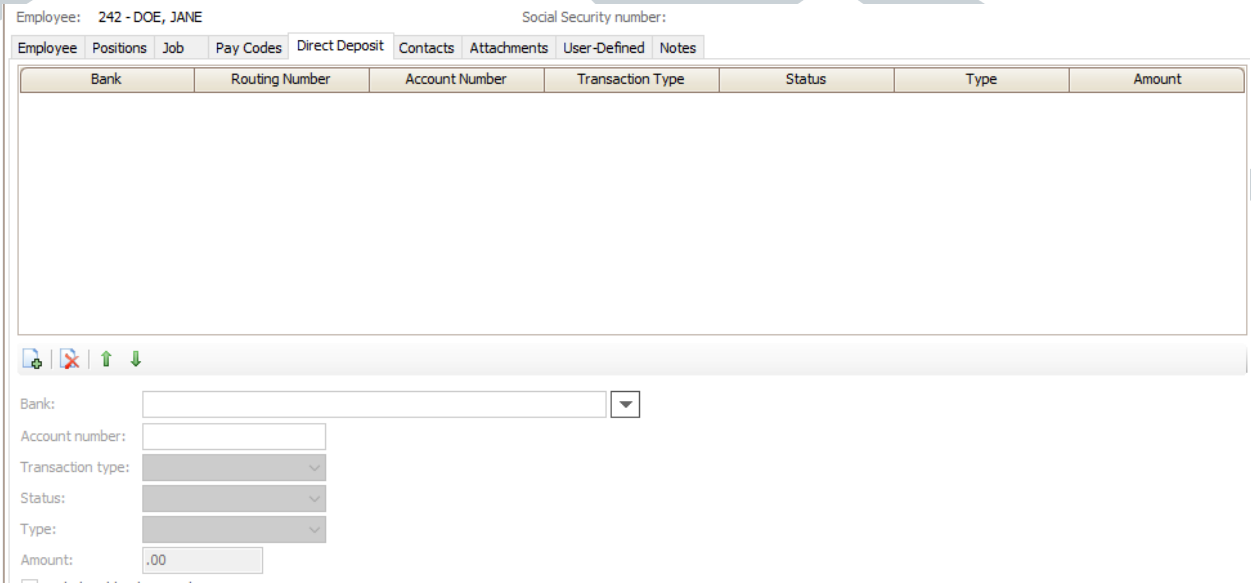
f. General tab



Allows for the customizaton of payment to specific transmittal vendors by employee pay code.

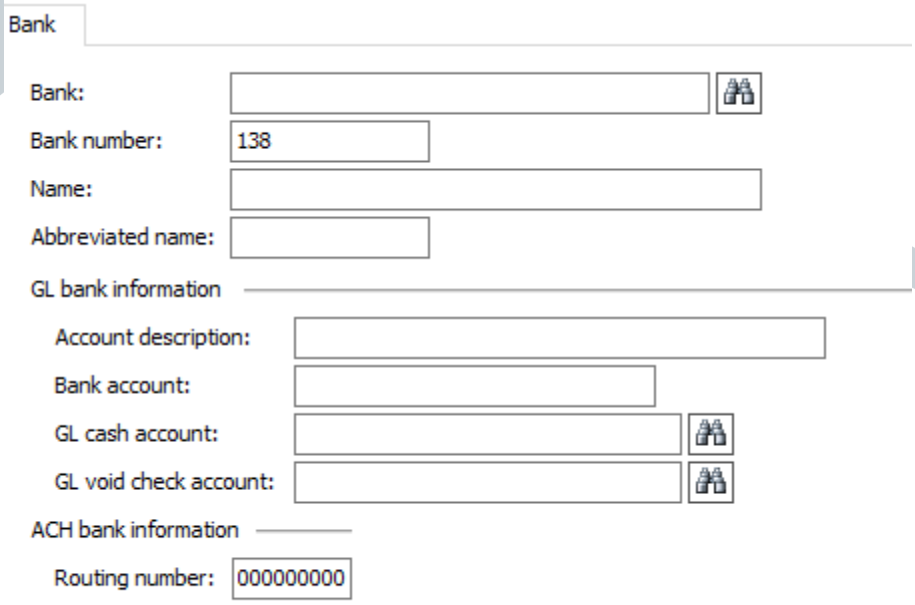
Direct Deposit Tab

The Direct Deposit tab controls which accounts are deposited into for an employee.



1. Bank shows the name and routing number of the bank the employee is having the payroll direct deposited into.
    a. You can add an existing bank in the system to the employee record.
        i. To add an existing bank click the new icon on the direct deposit tab.
        ii. Click the drop down at the end of the bank field.
        iii. Select Search. Select the bank, verify the routing number (note that while leading zeros are entered, they do not reflect in this screen).
    b. You can add a new bank to the system to the employee.
        i. To add a new bank to the system click the new icon on the direct deposit tab.
        ii. Click the drop down at the end of the bank field.
        iii. Select Add New.

iv. A Bank screen will open



1. In the Name field, enter the name of the bank. Up to 40 characters are allowed.
2. In the Abbreviated Name field, enter a shorter name for the bank. Up to 15 characters are allowed.
3. Skip the GL bank information fields.
4. Enter the ACH bank information – Routing Number field exactly as the bank identifies the number. It will be 9 digits long.
5. Close and click Yes to add the record.

v. The new bank will populate on the employee record

2. Enter the employee account number (numbers only)
3. Select the Transaction Type
    a. Checking Deposit will add funds to a checking account
    b. Checking Payment will remove funds from a checking account (should not be used normally in payroll).
    c. Savings Deposit will add funds to a savings account
    d. Savings Payment will remove funds from a savings account (should not be used normally in payroll).
4. Select the Status

a. Inactive will ignore the bank account for direct deposit purposes.

b. Prenotification will allow for the creation of a zero dollar test file to be submitted to the bank to verify the information is correct.

c. Active will allow the system to use the bank account for direct deposit purposes.

5. Select the Type.

   a. Amount is a flat amount to be deposited into an account. For the balance of a pay check, the type should be set to amount and the amount should be set to zero. The account that the balance should be deposited into must always be listed last.

   b. Percent is a percent of the pay to be deposited into an account. Percent is only used if pay is being deposited into multiple accounts. Percent should not equal 100 as the last or balance account should be listed with an amount of zero.

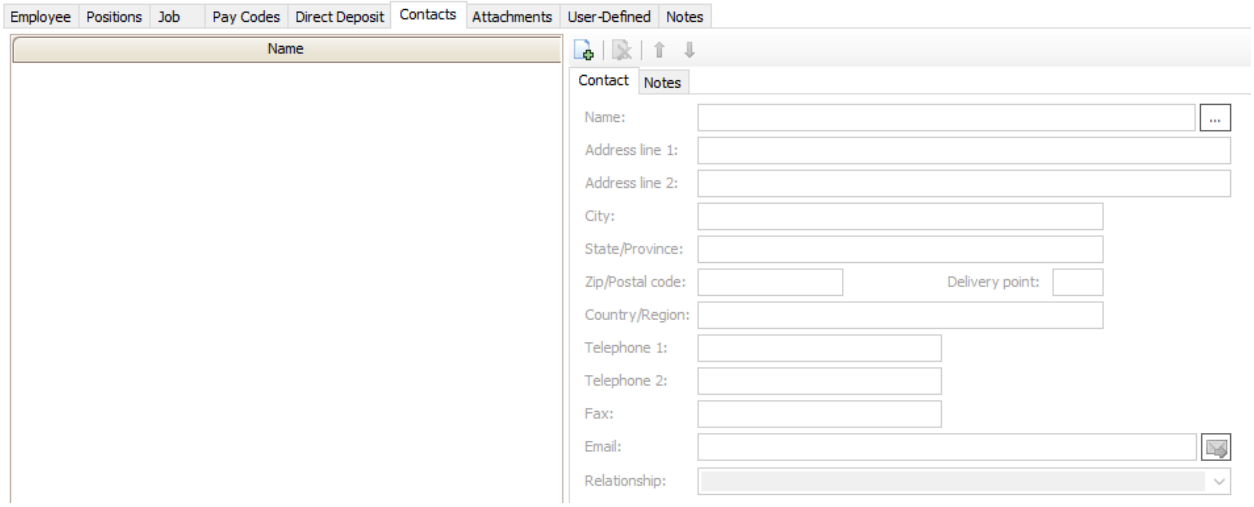
   c. Amount is the flat dollar amount to be deposited, the percent of pay to be deposited or zero representing the balance of the pay to be deposited.

6. A bank may be deleted by selecting the bank and clicking the delete icon on the direct deposit tab.

7. Banks can be sorted in the order they should be deposited into by clicking on the bank to move and then using the up or down arrows . The account that is receiving the balance of the pay must always be listed last.

Contacts Tab

The Contacts tab allows for recording of employee contact information.



1. Add a contact by clicking the new icon on the Contacts tab.

a. Enter the contact Name. Common format of names is last name, first name.

b. Enter the contact Address in line Address Line 1.

c. If a second address line exists, enter it in Address Line 2.

d. Enter the contact City.

e. Enter the contact State.

f. Enter the contact Zip Code.

g. The Delivery point is used for bar code purposes.

h. Enter the Country/Region of the contact if desired.

i. Enter the Telephone of the contact.

j. Enter a secondary telephone number of the contact.

k. Enter a fax number for the contact.

l. Enter an email address for the contact.

m. Enter the Relationship of the contact to the employee. The relationship field is a self-validating field and will build a drop down menu of any entries made.

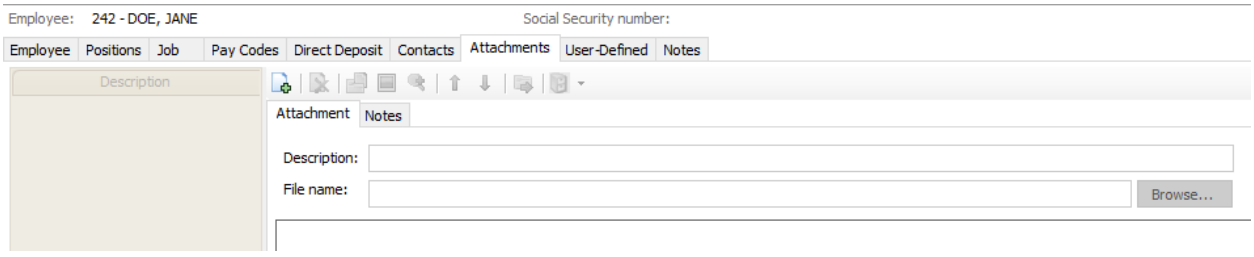
2. Additional contacts may be added by repeating these steps.

3. A contact may be removed by clicking on the contact and clicking the delete icon on the Contact tab.

4. Contacts may be sorted by clicking on the contact to be moved and then clicking on the up or down arrows .

Attachments Tab

The Attachments tab allows for the linking of stored files to an employee record.



1. Add an attachment by clicking the new icon on the Attachments tab.

    a. Enter a description of what the attachment is in the Description field.

b. Click the Browse button at the end of the File Name field. Find the file, click on it and click Open. This is only a link, so the file must not be moved or you will no longer have access through the attachment. Please make sure the location of saved attachments is secure.

c. Repeat for additional attachments.

2. Attachments can be deleted by clicking on the delete icon on the Attachments tab.

3. You can open an attachment from the Attachments tab by clicking the open attachments icon.

4. You can view an attachment from the Attachments tab by clicking the full screen icon.

5. You can zoom in or out on the attachment within the Attachments tab by clicking on the zoom in icon . Once zoomed in, the icon will become a zoom out icon.

6. Attachments can be sorted by clicking on the attachment to be moved and then clicking on the up or down arrows .

User Defined Tab

The User Defined tab allows you to populate fields that are setup and customized to the organization. Fields created in Payroll – Organization – Organization, on the user defined tab and tied to the Employee table will appear here. This should be used for information that the organization wants to keep track of and a field does not already exist in the software.

Notes Tab

The Notes tab allows you to add notes about the Employee. These should be notes specific to an employee and are likely subject to review by the employee. You can use the Add Timestamp to document the date, time and person that added the note.