

Adding an Employee

Job Calendars should be set up in advance

Pay Group should be set up in advance

Position Templates should be set up in advance

Payroll Items (Deductions) Templates can be set up in advance

Begin:

CORE/EMPLOYEE (BIOSCN/DEM SCN)

- Click **+CREATE**
- **ENTER:**
 - Number (ID Number district uses; will Auto Assign if set up)
 - SSN
 - Last Name
 - First Name
 - Primary Email
 - Email Direct Deposit
 - Address/Phone
 - Marital Status
 - ODJFS Reportable
 - Report to EMIS
 - Birthdate
 - Hire Date
 - ODJFS Hire Date
 - Primary Race (Dropdown)
 - Hispanic/Latino Option (choose from Dropdown)
 - Degree Type
 - Gender
- Click on **SAVE**

CORE/EMPLOYEE (BRWSCN)

Once an Employee is added, the employee can be accessed on the **Dashboard** (in the box on the upper right side of the screen). The **Dashboard** is similar to BRWSCN

Go to Employee **Dashboard**

Search and select a new employee [Help](#) [Logout](#)

POSITION (POSSCN) -Can also be accessed under Core

- Click **POSITIONS**
- Click **+CREATE**
- Position (re: Job 1, 2, etc)
- Choose the desired **TEMPLATE**
- **ENTER**
 - Pay Group (Make note to add all necessary information)
 - Building Codes (i.e job status, appt type, FTE, retirement code, etc)
 - Hire Date
 - Start Date
 - Contract Amount
 - Contract Workdays
 - Building IRN
 - Assignment Area
 - Click on **SAVE**: Click on X to close page
 - Click on the **EYE** beside name to view the record you added

COMPENSATION (JOBSCN)-Can also be accessed under Core

- Click on **Compensations**
- Click on **+CREATE** /Select Position and Compensation Type
- **ENTER:**
 - Compensation Start Date(Required to determine Work days)
 - Compensation End Date (Required to determine work days)
 - Description (Something to identify this compensation i.e. FY17)

- Label (Job Title)
- Pay Plan (Biweekly, Bimonthly)
- Pay Unit (Daily/Hrly)
- Retirement Hours
- Unit Amount (Hourly Rate)
- Contract Amount
- Contract Obligation
- Contract Work Days (automatically populates)
- Pay Per Period (automatically populates)
- Pays in Contract
- Check box next to **Stretch Pay**
- Calendar Start Date
- Stop Date (Leave Blank)
- Hours Per Day (Required to determine hourly rate)
- Click on **SAVE**; Click on X to close page
- Click on the **EYE** beside name to view the record you added

PAY ACCOUNT-Can also be accessed under Core

- At Employee Dashboard Select **Payroll Accounts**
- Click **+Create**
- **ENTER**
 - Choose the Position from Dropdown and Click CONTINUE
 - Enter Payroll Expenditure Account
 - Click **+ADD**
 - Rate Type
 - Rate
 - Status (Active)
 - Check box next to Leave Projection (if used in your district)
 - Check box next to Employer Distribution (if subject to Board Distribution)
 - Sort Order (1 allows priority of fixed amount accounts)
 - Click on **SAVE**. Click on X to close page

LEAVES-Can also be accessed under Core

- Click **Leaves/+CREATE**
- **ENTER**
 - Sick Leave Detail Information
 - Accum Per Month
 - Leave Unit (Daily, Hourly)
 - Maximum Leave Amount
 - Personal Leave Detail Information
 - Accum Per Month (Leave Blank)
 - Leave Unit (Daily, Hourly)
 - Maximum Leave Amount
 - Reset Value
 - Vacation Leave Details
 - Accum Per Month
 - Leave Unit (Daily, Hourly)
 - Click on **SAVE**; Click on X to close page

LEAVE ACCUMULATION

- Go to **Core/Leaves/Accumulations**
- Click **Create**
- Find **Employee**-type in a few characters of the name or number and then click on the employee name.
- Choose the **Leave type (dropdown)**
- **Leave Unit** automatically populates
- Enter in a **Description** (if desired)
- Enter in the **Length** of the Accumulation
- Choose or enter a **Transaction Date**
- **Click Save**
- **Go to Leaves, find the employee and the balance will be updated by the accumulation entered.**

PAY DISTRIBUTIONS-Can also be accessed under Core

- Click **Payroll Distribution/+CREATE**
- Click **+Add Payroll Distribution**
- Select DIRDEP
- Continue
- **ENTER**
 - Deduction Code (7XX)
 - Account Number

- Select Fixed or Percent (Percent)
- Rate (100)
- Select Direct Deposit Type (Automated Deposit/ Demand Credit Records)
- ACH Destination
- ACH Source (Payroll ACH Transfer Code 001)
- Click on **SAVE**; Click on X to close page

PAYROLL ITEMS (DEDSCN) (Example: 001, 002, etc...)-Can also be accessed under Core

- Click **Payroll Items**
- Click **+CREATE**
- Add all Deduction Items individually
- Click on **SAVE** after each one

Once these steps are completed the employee is entered into system