

Adding a New Employee

You can use the Add New Employee wizard to add a new employee to the system. The following table describes the options you can select on each of the wizard pages. You may not have access to all selections.

Field	Description
First Name	The employee's first name.
Last Name	The employee's last name.
Middle Initial	The employee's middle initial.
Employee ID	An identifying number unique to each employee. The employee ID can be up to 9 digits.
Date of Hire	The employee's first day of work at the organization.
Employee SSN(SIN)	The employee's social security or social insurance number.
Employee Badge	The employee's unique badge number. The badge number can be up to 9 digits.
Workgroup	The employee's workgroup. The wizard may prompt for more than one workgroup level.
Pay Class	The employee's pay class. Pay classes are a collection of settings that capture your attendance guidelines and pay policies.
Clock Group	The time clocks where an employee or workgroup can enter punches. For example, the clock group for warehouse employees could include only clocks in the vicinity of the warehouse.
Schedule Pattern	The employee's schedule pattern. A schedule pattern includes a week, 2 weeks, or many days of predefined schedules. You can choose not to assign a schedule pattern.
Schedule Pattern Begins	The date the employee's schedule pattern takes effect.
Hourly Status Type	The employee's hourly status. An hourly status records whether an employee is full time or part time.
Status Begins	The date the employee's hourly status takes effect.
Pay Type	Describes whether the employee is hourly or salaried.
Rate of Pay	Describes the employee's hourly pay rate.
Effective Beginning	The date the employee's pay rate takes effect.
Address Line 1 - 3	The employee's home address.
City	The employee's city.
State/Prov	The employee's state or province.
Zip/PC	The employee's zip or postal code.
Email Address	The employee's email address.
PIN	The employee's personal identification number for use with Employee Self Service or ESS using a cell phone.
ESS Authorizations	The employee's ability to perform tasks (or not) using ESS.

Field	Description
ESS Cell Authorizations	The employee's ability to perform tasks (or not) using a cell phone.
Primary Phone Number	The employee's telephone number.
Secondary Phone Number	An alternate telephone number for the employee.
Emergency Contact	A contact person and his or her phone number for the employee.

After the employee is added to the system, you can add additional information or change information in the employee's personal information.