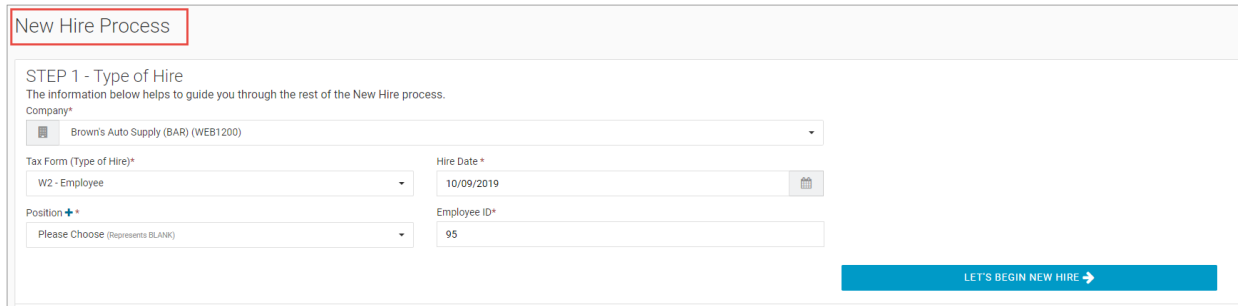


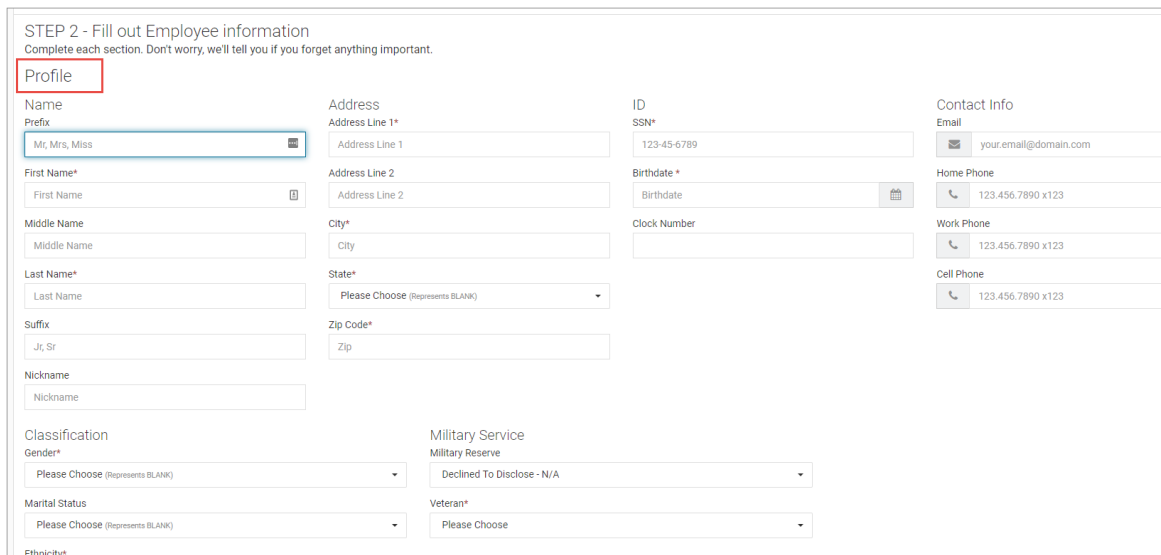
To manually add a new hire employee:

1. Go to **HR Admin – Employee Actions – Add New Hire**. Or, you can click the **Quick Links – Add New Hire** item at the top of the screen.
2. The system displays the **Add New Hire** wizard. The wizard will walk you through the process.

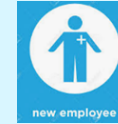


The screenshot shows the 'New Hire Process' Step 1 - Type of Hire form. The form includes the following fields: Company (Brown's Auto Supply (BAR) (WEB1200)), Tax Form (Type of Hire)* (W2 - Employee), Hire Date* (10/09/2019), Position* (Please Choose (Represents BLANK)), and Employee ID* (95). A blue button labeled 'LET'S BEGIN NEW HIRE' is at the bottom right.

3. In **Step 1**, complete the required fields: **Company, Tax Form, Hire Date, Position, and Employee ID**. Depending on the company, some of the fields may already be defaulted in. The **Hire Date** can be the current date, a future date, or a past date. If the **Position** is not in the dropdown, you can create one by clicking on the blue + icon.
4. Click the **Let's Begin New Hire** button. The system displays a series of sections the user completes with the new hire information.



The screenshot shows the 'STEP 2 - Fill out Employee information' form. The form is divided into several sections: Profile, Address, ID, Contact Info, Classification, Military Service, and Marital Status. The Profile section includes fields for Name (Prefix, First Name, Middle Name, Last Name, Suffix, Nickname), Address (Address Line 1, Address Line 2, City, State, Zip Code), ID (SSN, Birthdate, Clock Number), and Contact Info (Email, Home Phone, Work Phone, Cell Phone). The Classification section includes Gender, Marital Status, and Ethnicity. The Military Service section includes Military Reserve and Veteran status.



An Admin or a Manager can add a new hire manually. Use this process where a new hire is **not** being asked to complete forms online and the Admin will complete all the required information for the new employee.

The system displays the **Add New Hire** wizard which will walk the user through the process of manually adding the new employee.

Adding a new hire is a two-step process:

1. The first step is to create the **employee** new hire by inputting their information (name, address, position, etc.).
2. The second step is to create them as a **user** in the system (you can do this process later but it is recommended you do this now as well). This is important because without being a user in the system, they will not be able to access their ESS or other Role-dependent functionality.

- In the **Step 2** section, complete all the required fields that are indicated by a red asterisk and any additional fields that you have information for the employee.
- It's recommended when adding a new hire, in the **User** section, click on the **Quick Add User** button to complete the process of adding a new employee which is to also create them **as a user**, using the **Quick Add User** screen, shown below. You can assign the new employee a **Role** here. Click the **Add User** button when done.



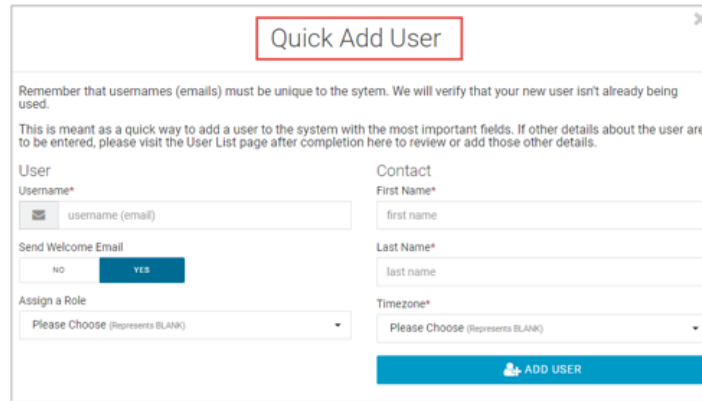
User

Select existing user (use to search)

type to search

QUICK ADD USER

Important: To access their own Dashboard, an employee has to be a **user** in Advanced HR 2.0 in addition to being an **employee**. If an employee is not a user, when they try to sign in, they will see a blank Dashboard.



Quick Add User

Remember that usernames (emails) must be unique to the system. We will verify that your new user isn't already being used.

This is meant as a quick way to add a user to the system with the most important fields. If other details about the user are to be entered, please visit the User List page after completion here to review or add those other details.

User

Username*

username (email)

Contact

First Name*

first name

Last Name*

last name

Send Welcome Email

NO YES

Assign a Role

Please Choose (Represents BLANK)

Timezone*

Please Choose (Represents BLANK)

ADD USER

You can create a Username, edit contact info, and set a time zone.

In the **Assign a Role** dropdown, you'll see the Roles that are associated with this company. As with all user roles, this will allow the user a level of access to the system that is dependent on their function within the company.

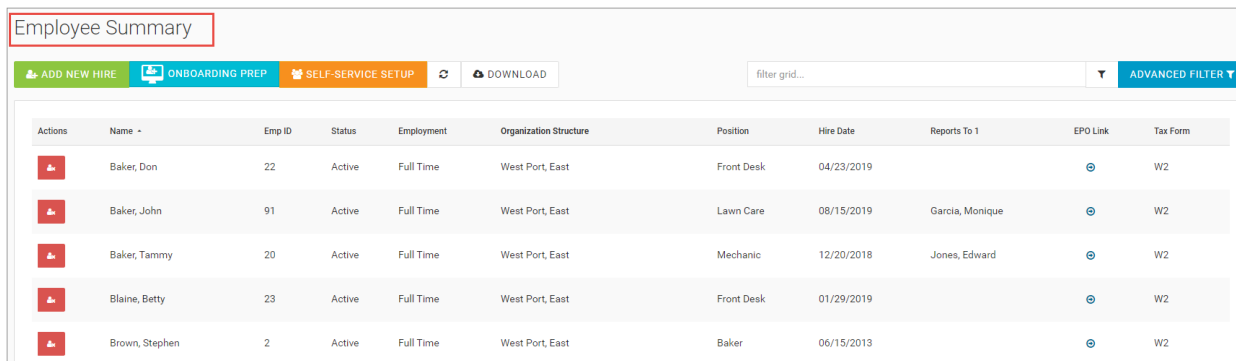
In addition, you can **Send a Welcome Email**. The Welcome Email will instruct the new employee how to access Self-Serve Onboarding.

- Once you have completed all required fields, click the **Submit New Hire** button at the bottom of the **New Hire Process** screen.



SUBMIT NEW HIRE

- Once you have submitted the employee, the employee will then be available in the **Employee Summary** screen (**HR Admin – Employee Maintenance – Employee Summary**).



Employee Summary

ADD NEW HIRE ONBOARDING PREP SELF-SERVICE SETUP DOWNLOAD filter grid... ADVANCED FILTER

Actions	Name	Emp ID	Status	Employment	Organization Structure	Position	Hire Date	Reports To 1	EPO Link	Tax Form
	Baker, Don	22	Active	Full Time	West Port, East	Front Desk	04/23/2019			W2
	Baker, John	91	Active	Full Time	West Port, East	Lawn Care	08/15/2019	Garcia, Monique		W2
	Baker, Tammy	20	Active	Full Time	West Port, East	Mechanic	12/20/2018	Jones, Edward		W2
	Blaine, Betty	23	Active	Full Time	West Port, East	Front Desk	01/29/2019			W2
	Brown, Stephen	2	Active	Full Time	West Port, East	Baker	06/15/2013			W2