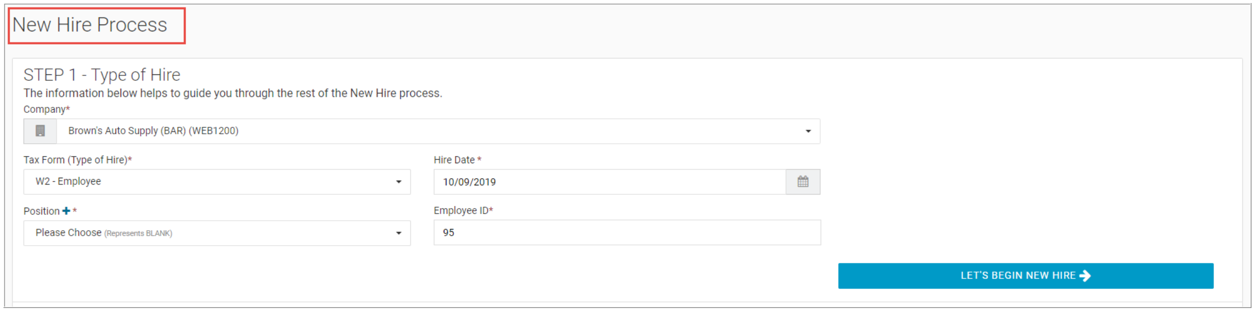
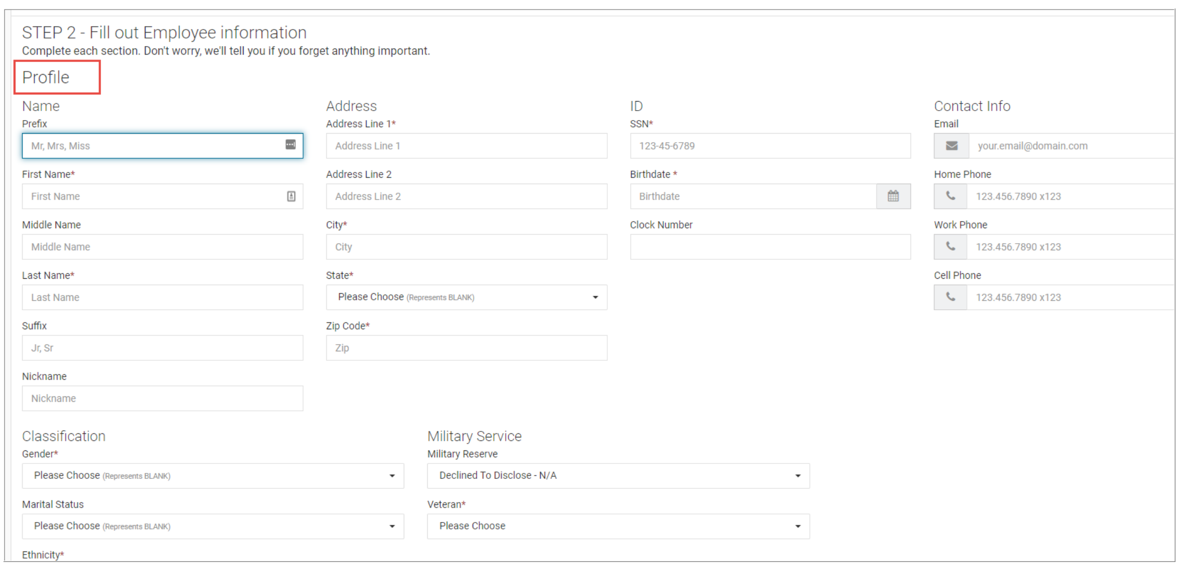
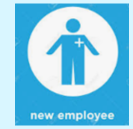
# To manually add a new hire employee:

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.




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.




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.

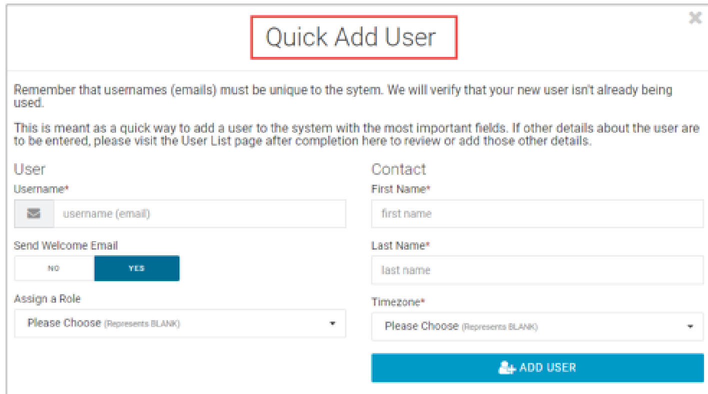
Adding a new hire is a two-step process:

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.

5. 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.
6. 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.


**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.



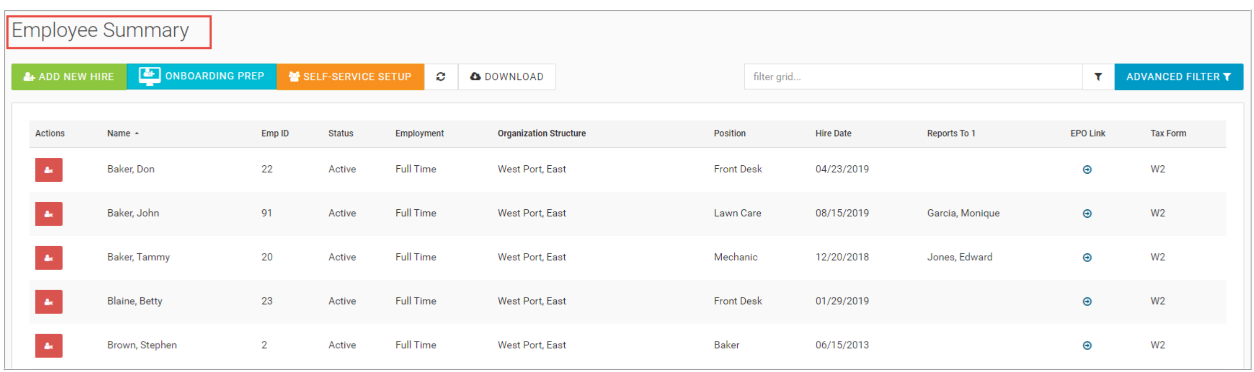

You can create a Username, edit contact info, and set a time zone.

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.

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


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




| 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 |