

## New Hire Set Up/Employee Maintenance

### Position: Position

**Employee Tasks**

- Add New Employee
- Delete New Employee
- Transfer Employee
- Cancel Transfer
- Mass Change

**Employee Information**

- Personal
- **Position**
- Pay Rates
- Deductions/Deposits
- Taxes
- Liens
- To-Date Accumulations
- CheckView
- Additional Fields

#### Position

Position

Status

Allocations

Time & Attendance

Pay-by-Pay

This is the Primary Position.

This is a supervisor position

Position Start Date: →

Job Title:

Business Unit:

Home Cost Number:

Home Department: →

Location:

Employee Type: →

Supervisor:

Reports To:

FTE:

Job Class:

FLSA:

NAICS Worker's Compensation:

Assigned Shift:

### Position: Status

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#### Position

Position

Status

Allocations

Time & Attendance

Pay-by-Pay

Help

Current Status: →  New Hire  Cancel Automatic Pay for this cycle

Hire Source:

Hire Date: →

Leave of Absence Start Date:

Normal Retirement Date:

Seniority Date:

Termination Date:

Rehire Date:

Credited Service Date:

Adjusted Service Date:

Years of Service:

Leave of Absence Return Date:

Early Retirement Date:

Seniority:

Termination Reason:

Rehire Status:

Credited Service:

Adjusted Service:

## Pay Rates: Pay Rates

### Employee Tasks

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## Pay Rates

[? Help](#)

Current Rates

Additional Earnings

Salary History

### Regular Pay

Rate:  Salary 1,673.08

Do not update this rate change to salary history

Rate Effective Date:  09/21/2010

Standard Hours:

Pay Frequency: Biweekly

Increase Type:  N - New Hire +

Premium Rate Factor: 1.5 \* 1.0

Annual Salary: 43,500.08

Use FLSA Overtime Calculation

### Additional Hourly Rates

Rate 2:  20.9135

Rate 3:

Rate 4:

Rate 5:

Rate 6:

Rate 7:

Rate 8:

Rate 9:

## Deductions/Deposits: All Deductions

Set up direct deposits under Deposits tab – once set up the direct deposit types will display here as a deduction. Select Add New here for regularly recurring deductions, such as cafeteria health.

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### Employee Information

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- **Deductions/Deposits**

## Deductions

[? Help](#)

All Deductions

Deposits

Goals

Arrears

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 [Add New](#)

	Code ▲	Description ▼	Amount ▼	Percentage ▼	Category ▼
<input type="checkbox"/>	CK1	Checking 1			Deposit

## Deductions/Deposits: Deposits

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- **Deductions/Deposits**
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### Deductions

All Deductions   
  Deposits   
  Goals   
  Arrears

Deduction Code:

**Deposit Type**  
 Full Deposit    OR      
 Deduction Amount:

**Bank Account**  
 Transit ABA Number:   
 Bank Deposit Account Number:   
 Prenotification Method:  Choose **None** so the employee will receive a live check and system will NOT prenote  
 Bank Deposit Prenote Date:

## Taxes: Federal/W4

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- **Taxes**
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### Taxes

Federal/W4   
  State   
  SUI/SDI   
  Local   
  Taxable GTL

**Filing Status**  
 Marital Status:     Exemptions:

**Changes to Standard Tax Calculation**  
 Do not calculate Federal Income Tax     Do not calculate Federal Taxable  
 Do not calculate F.U.T.A. Taxable

**Extra Tax**  
 Type:  if requested    Amount:

**Social Security/Medicare**  
 Do not calculate Social Security     Do not calculate Medicare

**Earned Income Credit W-5 Filing Status**  
 Current Year:       
 Next Year:    

**1099R**  
 Box 7 Distribution Code 1:

## Taxes: State

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**Taxes** ?

Federal/W4
State
SUI/SDI
Local
Taxable GTL

Tax Marital Status: M - Married

Exemptions/Allowances:  The state default is used unless an exemption is entered.

Exemptions In Dollars:

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▪ **Changes to Standard Tax Calculation**

Do not calculate State Tax
  Do not calculate State Taxable

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▪ **Extra Tax**

Type:  if requested Amount:

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▪ **Other State Specific**

12th of Month:

Health Coverage:

Corporate officer  
 Seasonal employee

Non-Resident Tax %:

Combined Income %:

MD County Code:

Allegany	72
Anne Arundel	73
Baltimore (County)	74
Calvert	75
Caroline	76
Carroll	77
Cecil	78
Charles	79
Dorchester	80
Frederick	81
Garrett	82
Harford	83
Howard	84
Kent	85
Montgomery	86
Prince George's	87
Queen Anne's	88
St. Mary's	89
Somerset	90
Talbot	91
Washington	92
Wicomico	93
Worcester	94
Baltimore City	95

**MD County Codes**

## To-Date Accumulations: Gross Pay and Taxes

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**To-Date Accumulations**

Gross Pay and Taxes
Accumulators
Allowed and Taken
Deduction Goals

No Date/Payroll Week available

Gross Pay: YTD information available here  
for quick view

Federal:

Social Security:

Medicare:

State Income Tax (Worked In State):

State Income Tax (Lived In State):

Local Income Tax (Worked In Locality):

Local Income Tax (Lived In Locality):

Unemployment/Disability:

## To-Date Accumulations: Accumulators

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### To-Date Accumulations

All amounts are as of 09-22-2010, payroll week # 38:

Find an accumulator:

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Acc #	Description	To-Date	Adjustment
1A	<a href="#">Reg Hours Qtd</a>		
1B	<a href="#">Reg Hours Ytd</a>		
1C	<a href="#">Reg Earnings Qtd</a>		
1D	<a href="#">Reg Earnings Ytd</a>		
21	<a href="#">Ytd Gross</a>		
22	<a href="#">Ytd Total Hours</a>		
33	<a href="#">Er SS Job Credit</a>		
50	<a href="#">401k Elig Comp</a>		

Select Add New to add New Hire Tax Credit: "Er SS Job Credit"

## Additional Fields: Clock & Data Control

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### Clock & Data Control

- Custom Areas
- Status Flags
- Special Accounts
- Autopay Dates
- Garnishment
- Pension
- Check Controls
- Prior Tax & Taxables

### Clock & Data Control

#### ■ Clock

Full:

Positional:

#### ■ Data Control

Full:

Positional:

Choose for tipped employees