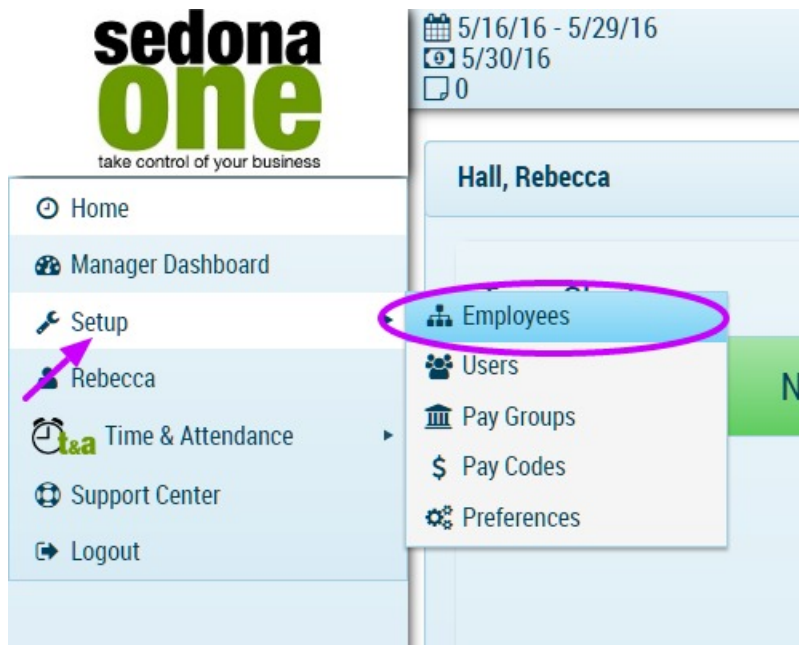


Setting up an Employee

Last Modified on 11/07/2016 1:11 pm EST

Adding a New Employee

All of your employees of your company that receive a pay check should be setup as Employee. Not all Employees will be setup as Users. If you want the employee to clock in and clock out you will also need to set them up as a User. Select Setup in the left hand column and then Employees/



Then you will select New Employee.

Employees								
+ New Employee								
<input type="checkbox"/> Show Inactive Employees								
	Name	User	Job Title	Pay Group	Email	Description	Since	Sala...
	Gambatese, Lisa	Lisag - Gambatese...	Tester	Biweekly	lisag@perennialsoftwa...		5/18/2016	<input type="checkbox"/>
	Hall, Rebecca	RAH - Hall, Rebecc...	Marketing Director	Biweekly	rebeccah@perennialso...		2/02/2014	<input type="checkbox"/>
	Papay, Travis	sedonaoffice - Pap...	Team Lead	Biweekly	papayt@gmail.com	Software Management		<input type="checkbox"/>
	Robinson, Mellissa	Mellissar - Robins...	Street Swipper	Office Workers	mrobinson781@gmail...	Crazy	1/14/2015	<input checked="" type="checkbox"/>

The following screen will show:

40 minutes
53 seconds

Employee Cancel Save

<p>First Name: <input type="text" value="Sally"/></p> <p>Last Name: <input type="text" value="Service"/></p> <p>Middle Initial: <input type="text"/></p> <p>Address: <input type="text" value="8810 Mulberry Road"/> <input type="text" value="Address 2"/> <input type="text" value="Willoughby"/> <input type="text" value="Ohio"/> <input type="text" value="44046"/> <input type="text" value="Plus 4"/></p> <p>Phone: <input type="text" value="(444) 510-1234"/> <input type="text" value="ext."/></p> <p>Cell: <input type="text"/></p> <p>Text Notifications: <input type="checkbox"/> <input type="text" value="Select Carrier:"/> <input type="text"/></p> <p><small>**If your carrier is not listed please create a support ticket and we will try to get it added.</small></p> <p>Email: <input type="text" value="rebecca.ann59@gmail.com"/></p>	<p>Linked User: <input type="text" value="Select User to Link"/></p> <p>Employee Number: <input type="text"/></p> <p>Employee Since: <input type="text"/></p> <p>Job Title: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Technician: <input type="checkbox"/></p> <p>Salesperson: <input type="checkbox"/></p> <p>Inactive: <input type="checkbox"/> <input type="text" value="Inactive Date"/></p> <p>Picture: </p> <p>Upload: <input type="text" value="Select files..."/></p> <p>SedonaOffice Tech: <input type="text" value="Select SedonaOffice Tech"/></p> <p>Pay Group: <input type="text" value="Select Pay Group"/></p> <p>Salary?: <input type="checkbox"/></p> <p>Salary Code: <input type="text" value="Select Salary Code"/></p> <p>Yearly Salary: <input type="text" value="\$0.00"/></p>
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Enter information for the Employee in the left hand column.

Note: As of 6/1/2016 there are no text notifications set to be sent.

Employee information in the right hand column.

Linked User

If the Employee is also a User of Time & Attendance, the Linked User field should be associated with the Employee's

User. The drop down arrow will show current users who are not linked to an Employee. If you have not created a User for the Employee you can come back to the Employee record after creating one.



The image shows a form with several fields: "Linked User:", "Employee Number:", "Employee Since:", and "Job Title:". The "Linked User:" field has a dropdown menu open, showing a list of users: "Justind - Debaggis, Justin", "Brads - Solomon, Brad", and "Karinw - Weitzner, Karin". A pink arrow points to the "Linked User:" label, and a pink circle highlights the dropdown menu.

Employee Number

The number your payroll provider uses to identify the Employee.

Employee Since

Date Employee was hired.

Job Title

Job title of the Employee.

Description

Additional description, if desired.

Checkboxes

Technican

Salesperson

Inactive

Date the employee left or was terminated from the company.

Picture

Click on Select Files .. to upload a picture of the employee.

SedonaOffice Tech

Pay Group

Select the Pay Group that the employee is a part of.

Upload: Select Pay Group:
Biweekly
Monthly
Office Workers
Service

SedonaOffice Tech: Service

Pay Group: Service

Salary

If an Employee receives a salary select the Salary checkbox, the Salary Code and enter the Yearly Salary.

Salary?

Salary Code: Select Salary Code:
Management
Staff

Yearly Salary: Select Salary Code:

When all the fields have been completed click on Save in the upper right hand corner.

New Employee ✕ Cancel **Save**


First Name: Sally
Last Name: Service
Middle Initial:

Address:
 8810 Strawberry Lane
 Address 2
 Willoughby Ohio 44160 Plus 4

Phone: ext.
Cell:
Text Notifications: **Select Carrier:**

**If your carrier is not listed please create a support ticket and we will try to get it added.

Email: rebecca.ann59@gmail.com

Linked User: Select User to Link:
Employee Number: 10021
Employee Since: 3/1/2015
Job Title: Service Technician
Description:
Technician:
Salesperson:
Inactive: Inactive Date
Picture: 
Upload:
 Sally.jpg

SedonaOffice Tech: Select SedonaOffice Tech:
Pay Group: Biweekly
Salary?
Salary Code: Select Salary Code:
Yearly Salary: \$0.00

There will be a notification in the upper right hand corner of the window showing that the Employee was successfully added. And the view will revert to the Employee listing.

Success ✕
Employee added successfully.

Show Inactive Employees

Email	Description	Since
rebecca.ann59@gmail.com		3/1/2015

The Employee will now show in the Employees listing.

Show Inactive Employees

	Name ▼	User ▼	Job Title ▼	Pay Group ▼	Email ▼	Description ▼	Since
	Technician, Tom	TomT - Technician...	Technician	Service	ra@rahresource.com		3/03/2013
	Service, Sally		Service Technician	Biweekly	rebecca.ann59@gmail....		3/01/2015