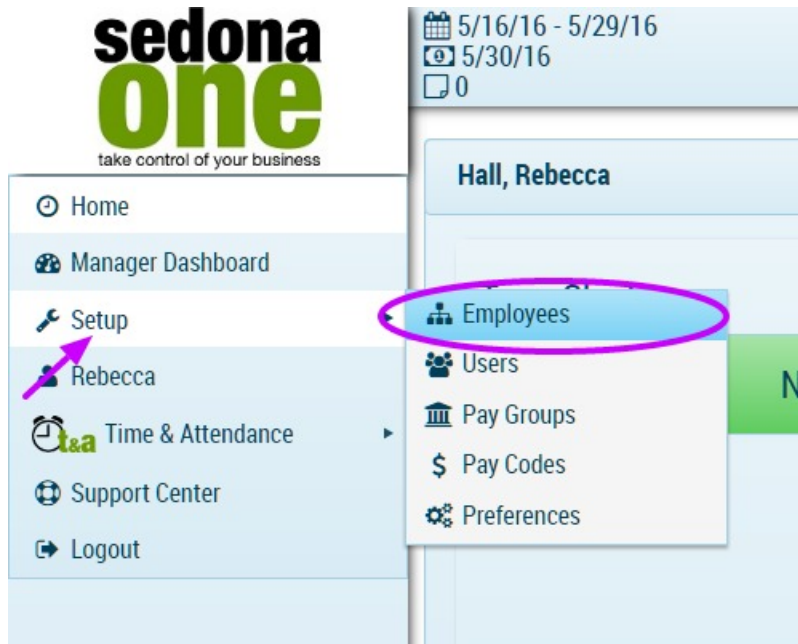


Setting up an Employee

Last Modified on 04/02/2025 1:00 pm EDT

Adding a New Employee

All of your employees of your company that receive a paycheck should be set up as Employee. Not all Employees will be set up 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.

The screenshot shows the 'Employees' page. At the top right, there is a '+ New Employee' button highlighted with a purple oval and a purple arrow. Below the button is a checkbox labeled 'Show Inactive Employees'. The main part of the page is a table with the following columns: Name, User, Job Title, Pay Group, Email, Description, Since, and Sala... (Salary). The table contains four rows of employee data.

	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 Stripper	Office Workers	mrobinson781@gmail...	Crazy	1/14/2015	<input checked="" type="checkbox"/>

The following screen will show:

00 minutes 40 seconds 53

Employee

Cancel Save

First Name: Sally
Last Name: Service
Middle Initial:

Address:
 8810 Mulberry Road
 Address 2
 Willoughby Ohio 44046 Plus 4

Phone: (444) 510-1234 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:
Employee Since:
Job Title:
Description:
Technician:
Salesperson:
Inactive: Inactive Date
Picture:
Upload: Select files...
SedonaOffice Tech: Select SedonaOffice Tech:
Pay Group: Select Pay Group:
Salary?
Salary Code: Select Salary Code:
Yearly Salary: \$0.00

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.

Linked User: Select User to Link
Employee Number: Select User to Link
Employee Since: Justind - Debaggis, Justin
Job Title: Brads - Solomon, Brad
 Karinw - Weitzner, Karin

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

Technician

Salesperson

Inactive

Date the employee left or was terminated from the company.

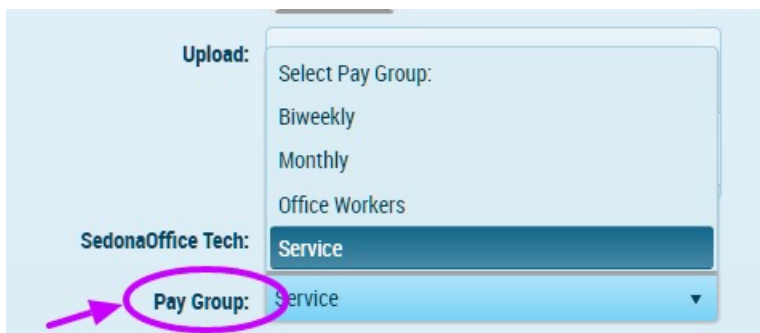
Picture

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.



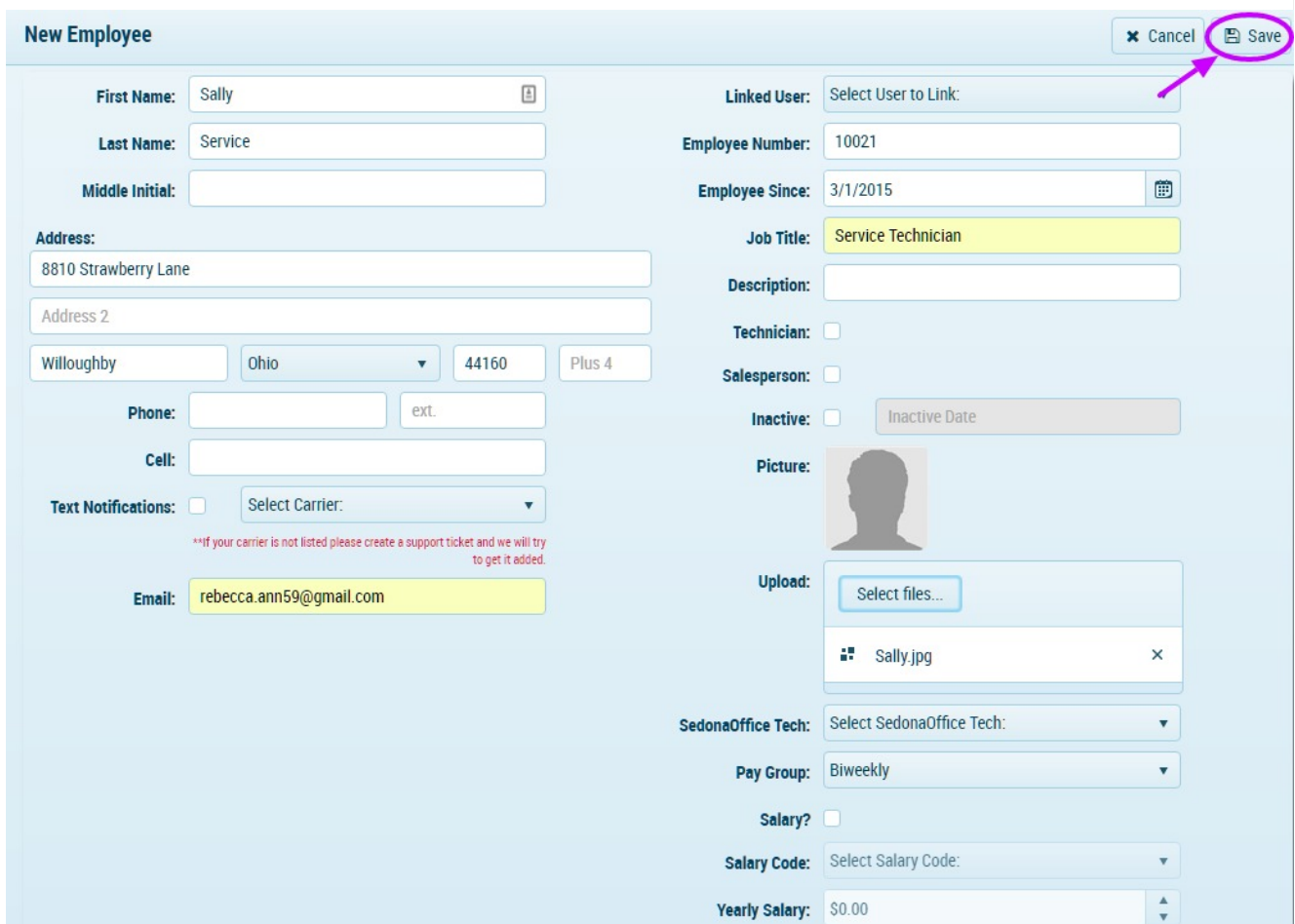
Salary

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




A close-up of the 'Salary?' section of the form. The 'Salary?' checkbox is checked. Below it, the 'Salary Code:' dropdown menu is open, showing 'Select Salary Code:' at the top, followed by 'Management' and 'Staff' as options. The 'Yearly Salary:' field is also visible below the dropdown.

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



A screenshot of the 'New Employee' form. The form is filled out with the following information: First Name: Sally, Last Name: Service, Middle Initial: (empty), Address: 8810 Strawberry Lane, Address 2: (empty), Willoughby, Ohio, 44160, Plus 4, Phone: (empty), Cell: (empty), Text Notifications: (unchecked), Select Carrier: (empty), Email: rebecca.ann59@gmail.com, Linked User: (empty), Employee Number: 10021, Employee Since: 3/1/2015, Job Title: Service Technician, Description: (empty), Technician: (unchecked), Salesperson: (unchecked), Inactive: (unchecked), Inactive Date: (empty), Picture: (empty), Upload: Sally.jpg, SedonaOffice Tech: (empty), Pay Group: Biweekly, Salary?: (unchecked), Salary Code: (empty), Yearly Salary: \$0.00. The 'Save' button in the upper right corner is circled in purple, and a red arrow points to it.

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.

[+ New Employee](#)

Show Inactive Employees

Email	Description	Since
ra@rahresource.com		3/03/2013

The Employee will now show in the Employees listing.

Employees [+ New Employee](#)

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