

Adding a New Employee to the System

The employee wizard is the only method available to enter new employees into the system.

Getting There:

The “Employee Wizard” will prompt you for all the required details necessary to construct an employee record.

1. Select “Wizards” in the lower part of the left navigator view
2. Double click “Add Employee”

Figure 1 - Starting the add new employees wizard

Fields to Note	
Company or Entity	Select the name of the organisation that will be used to pay the employee (your Company). The value will default to the current company.
Manually Assign Number	Check this option to enter your own employee number. If not checked the system will assign an employee number automatically.
Setup Payroll	At the end of the wizard an additional 2 windows will be displayed prompting you for information about Pay Cycles, Account codes and Tax file information for the employee.
Setup Superannuation	At the end of the wizard an additional window will allow you to setup company and employee superannuation payment details.

- Complete the fields as per the example and click the Next button to continue completing the wizard

Add Employee Wizard

Enter in The persons Details

* **First Name** THOMAS

Middle Name

* **Surname** SERVLETS

Preferred Name TOM

Title MR

Former Name

Previous Name

* **Date of Birth** 21/04/1980

Marital Status SINGLE

☒ Male ☐ Female

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Figure 2 - Entering employee data

Fields to Note	
Preferred Name	A name such as a nickname or an abbreviation that the employee prefers to use.
Former Name	The name the employee used before their current name.
Previous Name	The name the employee used before their former name.

- Complete the fields as per the example and click the Next button to continue completing the wizard

This section accepts Address and Residency Details

Address: 20 BARKER STREET

Suburb: NUNNAWADDING

State: VIC Postcode: 3231

Country: AUSTRALIA

Citizenship: AUSTRALIA

Nationality: NEW ZEALAND

☒ Resident ☐ Work Permit

Card Id(s)

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Figure 3 - Address details

- Complete the fields as per the example and click the Next button to continue completing the wizard
- Double click the “Contact” to display a list of available contacts types

Enter in any Relevant Contact Details

	Contact	Number	Notes
1	MOBILE	0422 999 555	
2			
3			
4			
5			

Enter in any Relevant Relative and Next of Kin Details

	Contact Name	Number	Relationship
1			
2			
3			
4			
5			

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Figure 4 - Example of Contact Details fields

- Complete the fields as per the example and click the Next button to continue completing the wizard

This Section Accepts Employment Details

* **Date of employment**

Employment review date

* **Type of Employment**

* **Classification of Employment**

Default cost centre

Subcontractor

☐ On Call ☐ Close Shift

☐ Long Week ☐ Long Day

Figure 5 - Pay details for the employee

Fields to Note	
On Call	The employee is available to be called up to do additional work.
Long Week	The employee is prepared to work additional days in a week.
Close Shift	The employee will work until the client decides that the business is closed for the day.
Long Day	The employee is prepared to work additional hours in a day.

- Complete the fields as per the example and click the Next button to continue completing the wizard

Enter in any Valid Licences held by the Employee

	License	Number	Expiry	
1	DL	555-WG-871	22/11/2007	^
2				
3				v

Enter in any Skills held by the employee

	Skill	Attained	Comment	
1				^
2				
3				v

Enter in any Specific Roles the employee is qualified for

	Role Code	Description	
1			^
2			
3			v

Enter in any Specific Areas the employee can work

	Location	Description	
1			^
2			
3			v

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Figure 6 - Completing the skills matrix

- Complete the fields as per the example and click the Next button to continue completing the wizard

Add Employee Wizard

All the required details have been entered to create a new employee.
Choose FINISH to create the employee or BACK to change details

Back Finish Cancel

Figure 7 - Finishing the employee wizard

- Click the Finish button to create the employee

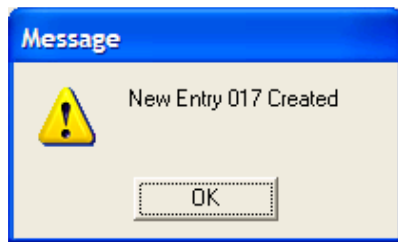


Figure 8 - Confirmation of completion

Further Reading