Adding an Employee

To add a new employee, go to **Employee-Employee.**

1. Click on the EE Entry tab.

2. Click the green plus key located at the top left hand side of the screen or Alt-Insert. This will give you a blank employee screen.

**You will notice that some of the field labels have a red asterisk next to them. Any field with a red asterisk is a required field and must have data entered into that field to be able to successfully save the data.

**To move around from field to field in all employee screens, use your Tab key.

**Once you have entered all the necessary data, click the Green Check mark or F10

to save and the Green stack of coins to commit. These are located in the top right hand corner of your screen.
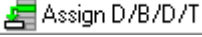
3. **SSN** - You must always put in the social security number prior to trying to enter data into any other field. When typing in the number the system will place the dashes in for you.

4. **EE Code** – All employees must have an EE Code, or an Employee ID number. This number is unique to that employee. The system may be defaulted to give you the next available number.

**If you are using any type of payroll imports, for example Time Clock Imports, this number must match the ID # of the employee in your other system.

5. **Name/Address/Phone/DOB** - Complete the necessary fields to enter the employee, again focusing on filling in the required Red fields.

6. **Gender** – You must select Male or Female gender for your employee as this is now required on all Quarterly Unemployment Returns

7. **DBDT** - Even though the Division, Branch, Department and Team (or DBDT) fields are not red, your company may have specifically been set up to use these fields. To select the correct DBDT click on the DBDT Picker or F4 and it will bring up what has been set up for your company. ⬚ Assign D/B/D/T
Select the correct DBDT for this employee then click select and you will see that DBDT now loaded on the employee.

**If you need a new DBDT added to the list, you must contact your Client Service Representative for assistance.

8. **Hire Date** - Enter in the correct Current Hire Date for the employee. You should also enter in an Original Hire Date.

9. **Pay Frequency –** Your default pay frequency has been set up on your company and all employees will default to that frequency. If you are using multiple pay frequencies, select the correct frequency for that employee.

10. **Salary Amount** – If your employee is a salary paid employee, enter in the per pay period salary amount here. If they are not salary, leave this blank.

11. **Average Hours** – This will take a salary amount and divide it out to come up with an hourly rate. Normally you would always leave this at the default of 0.00 to prevent data entry errors in payroll.

12. **Rate Number** – This is always a 1. Please refer to the Additional Pay Rate section for information on how to set up multiple rates.

13. **Standard Hours** – Any hours put in this field will automatically pull into the payroll. This is used for employees in which you want to consistently pay them the same number of hours each payroll.
**If you are using a Time Clock Import, be very careful that you are not putting Standard Hours on an employee that will also have hours in the time clock.

14. **Rate Amount** – Enter in the employee's hourly rate. If they are a salaried employee, this should always be 0.00.

15. **Pay Grade** – This is an HR Module field to be used only if you have the Evolution HR Module.

16. **Default WC** – If you are using Workers Comp, please select the correct code for this employee.

17. **Default Job** – If you are using Job Costing, please select the correct code for this employee.

18. **Federal Marital Status** – Select the appropriate Status as per the employee's W4.

19. **Federal Dependents** – Enter the correct number of dependents per the employee's W4. If the employee has marked Exempt in line 7, you need to enter 99 as the number of dependents. A W4 that indicates an exempt status generally means not to deduct federal withholding tax; it doesn't necessarily mean that the employee is exempt from federal taxable wages.

20. **State** – This is the state that the employee works in and is needed for Withholding purposes.

**If the employee is living in one state, but working in another state you have the option of withholding income tax for both those states. Please see the section on Reciprocal State Setups for details. Be aware that you must apply for Tax Withholding ID's for any state in which you will have tax withholdings.

21. **SDI – State Disability Insurance -** This is the state that the employee needs to have for SDI purposes. If the state(s) that your company has ID#'s for does not have an SDI, you still need to pull in a state for this field.

22. **SUI – State Unemployment Insurance -** This is the state that the employee's wages are getting reported to for unemployment reasons. This state should relate to the state in which an employee works.

**Be aware that there are different rules for certain types of employees such as Sales People. If you are unsure how to set up an employee, please contact the PayData Tax Department for documentation to allow you to make the best decision on the set up prior to paying any wages to an employee.

23. **State Marital Status** – Select the appropriate Status as per the employee's State W4. If the applicable state does not have a specific W4 form, use the status from the Federal W4.

24. **State Dependents** - Enter the correct number of dependents per the employee's State W4. If the applicable state does not have a specific W4, use the number of dependents per the Federal W4 form. If the employee has marked Exempt in line 7, you need to enter 99 as the number of dependents. A W4 that indicates an exempt status generally means to not deduct state withholding tax; it doesn't necessarily mean that the employee is exempt from state taxable wages.

25. **Reciprocal Method** – Please refer to the section on setting up Reciprocal States.

26. **Reciprocal State** – Please refer to the section on setting up Reciprocal States

27. **Locals** – If the employee is subject to a Local Tax Withholding, click on the Locals button to get the list of available locals. Please refer to the section on setting up a local for additional information.