

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

The screenshot shows a software window titled "Add Employee Wizard". Inside, there is a section for entering personal details. The fields are as follows:

- * First Name:** THOMAS
- Middle Name:** (empty)
- * Surname:** SERVLETS
- Preferred Name:** TOM
- Title:** MR (dropdown menu)
- Former Name:** (empty)
- Previous Name:** (empty)
- * Date of Birth:** 21/04/1980
- Marital Status:** SINGLE (dropdown menu)
- Gender:** Male (selected radio button), Female (unselected radio button)

At the bottom of the window, there are three buttons: "Back", "Next", and "Cancel".

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

Suburb

State Postcode

Country ▼

Citizenship ▼

Nationality ▼

Resident
 Work Permit

| Card Id(s) |
|------------|
| |
| |
| |

Back Next Cancel

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 | | | |

Back Next Cancel

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 |

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

Figure 7 - Finishing the employee wizard

- Click the Finish button to create the employee

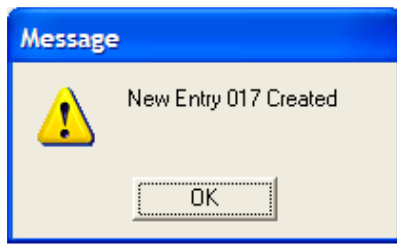


Figure 8 - Confirmation of completion

Further Reading