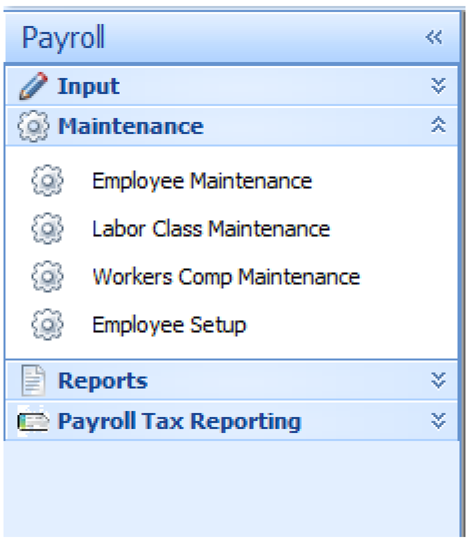
Employee Maintenance

Used to set up New Employee's or modify current employee's.

From the Main Menu (Payroll > Maintenance > Employee Maintenance)



Employee Information: This is the display information of the employee that you are setting up or modifying

Image: Upload an image of the employee (Right Click on blank image)

SSN: Enter the employee's Social Security number

ID: Hardhat automatically generates this number when the employee is saved

Title: Job title of the employee, such as Manager, Accounting Clerk, or Technician

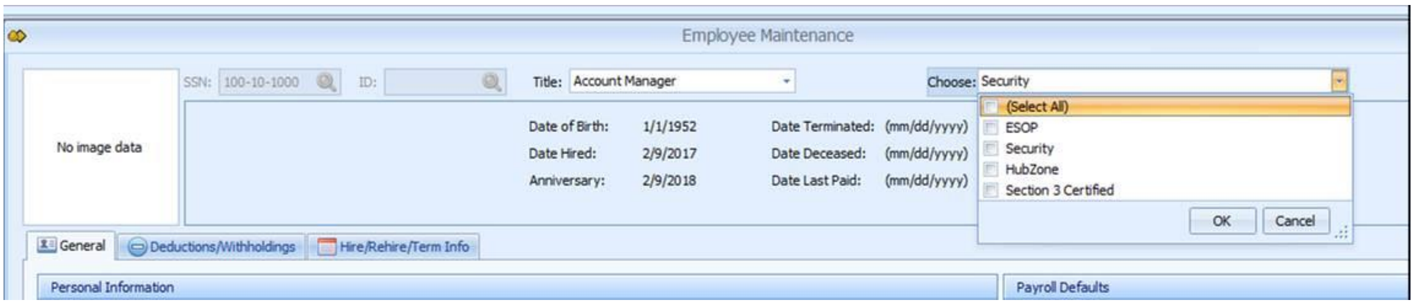
Choose: Select one or more of the following options, this field can be left blank

1. ESOP - An employee stock ownership plan (ESOP) is a qualified defined-contribution employee benefit 2.

2. Security - Password protected employee, check this box if you want anyone that accesses an employee's information to have to enter a password to allow access.

3. HubZone - A United States Small Business Administration (SBA) program for small companies that operate and employ people in Historically Underutilized Business Zones (HUBZones). Check this box if the employee qualifies.

4. Section 3 Certified - HUD-funded employment opportunities, click on the link below to view the website Section 3 Brochure.



Date of Birth: Enter the employee's date of birth

Date Hired: Enter the date the employee became employed with the company

Anniversary: The anniversary for working at the company

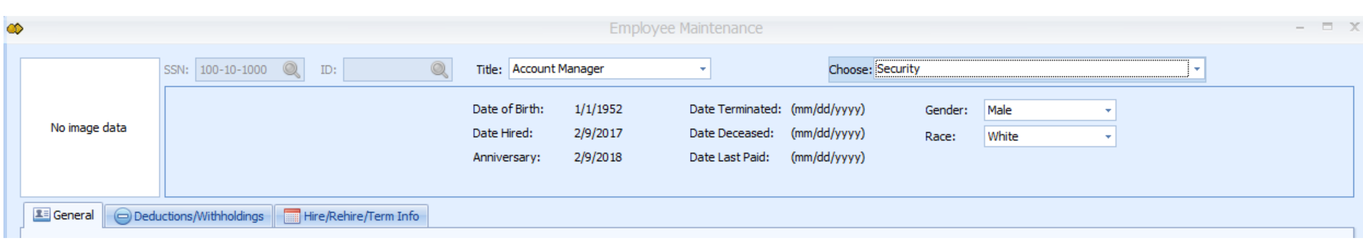
Date Terminated: Reflects the date the employee was terminated, this field can only be changed in the Hire/Rehire/Term Info Tab below

Date Deceased: Enter employee's deceased date (If applicable)

Date Last Paid: Last pay cycle the employee received a check, this will automatically be generated once payroll data has been updated, and this field cannot be change by user

Gender: Enter if the employee is male or female

Race: Enter employee's description of race such as Asian, White, Black, or Native American



Personal Information: All this information will be shown as a label in the top box and can only be changed in this area.

First Name: Enter the employee's first name

Middle Name: Enter the employee's middle name or middle initial

Last Name: Enter the employee's last name

Address 1: Enter the employee's address

Address 2: Enter additional address information for the employee

City: Enter the city where the employee resides

State: Enter the state where the employee resides

Zip Code + 4: Enter in the 7 digit zip code where the employee resides (additional 4 are optional)

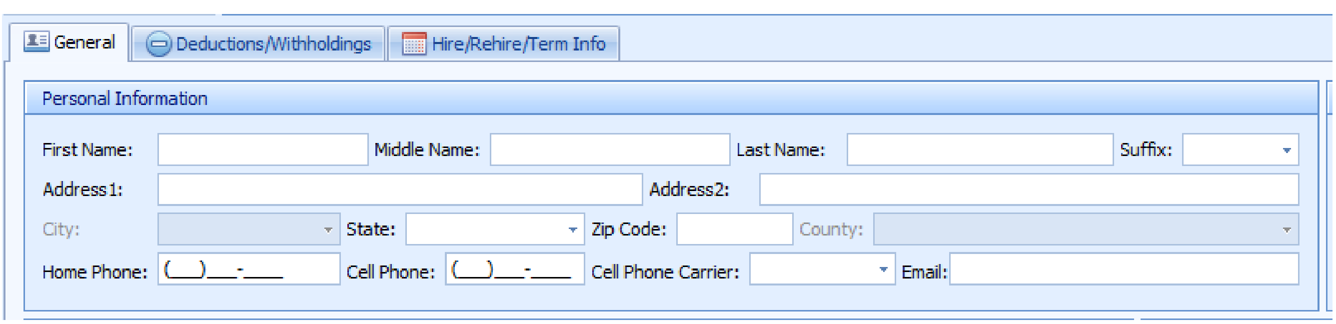
County: This is automatically generated by the state and city

Home Phone: Enter employee's home phone number

Cell Phone: Enter employee's cell phone number, if this is the only phone number they have make sure to enter it here

Cell Phone Carrier: Enter the carrier of the employee's cell phone, this field will allow service calls to be sent directly to the employee's cell phone

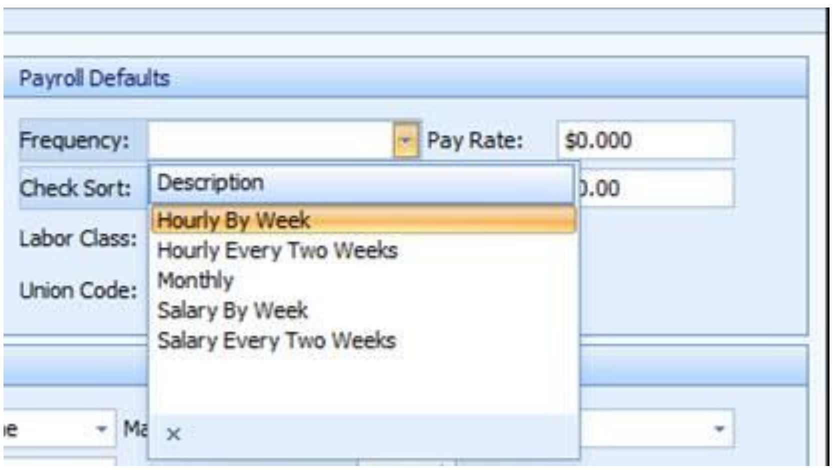
Email: Enter employee's email address, this field will allow the employee to sign into the payroll website (if applicable



Payroll Defaults:

Frequency:

1. Hourly by Week – Paid weekly by the hour
2. Hourly Every Two Weeks – Paid every two weeks by the hour
3. Monthly – Paid on a monthly basis
4. Salary By Week – Paid a salary on a weekly basis
5. Salary Every Two Weeks – Paid a salary either every two weeks or bimonthly (Twice a month)

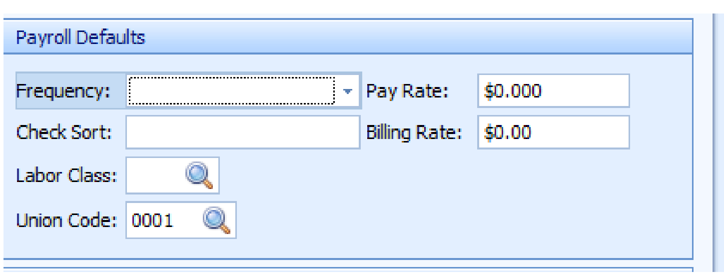


Pay Rate: Enter employee's rate of pay

Check Sort: Used as a quick sort on employee's checks by separating them into categories when entering a number in this box

Billing Rate: Enter the billing rate of the employee that can be charged as a billing item

Labor Class: Enter in the labor class designated to the type of work in which this employee does most often



Verification Information:

Driver's License: Enter the employee's driver's license number

DL State: Enter the issuing state of the employee's driver's license

DL Expiration: Enter the expiration date of the employee's driver's license

The following information is taken directly from the I-9 each employee fills out as part of the application process

United States Citizen: Check this box if the employee is a US Citizen

Non-Citizen National of the United States: Check this box if the employee is Not a US Citizen

If either of these two boxes are checked additional information is needs to be answered (this field is NOT required)

Lawful Permanent Resident: Check this box if employee is NOT a citizen of the United States who is residing the in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents.

If you check this box Write either your Alien Registration Number (A-Number) or USCIS Number in the field next to your selection. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.

Alien Authorized to Work Until: If you are not a citizen or national of the United States or a permanent resident, but are authorized to work in the United States, check this box.

If you check this box:

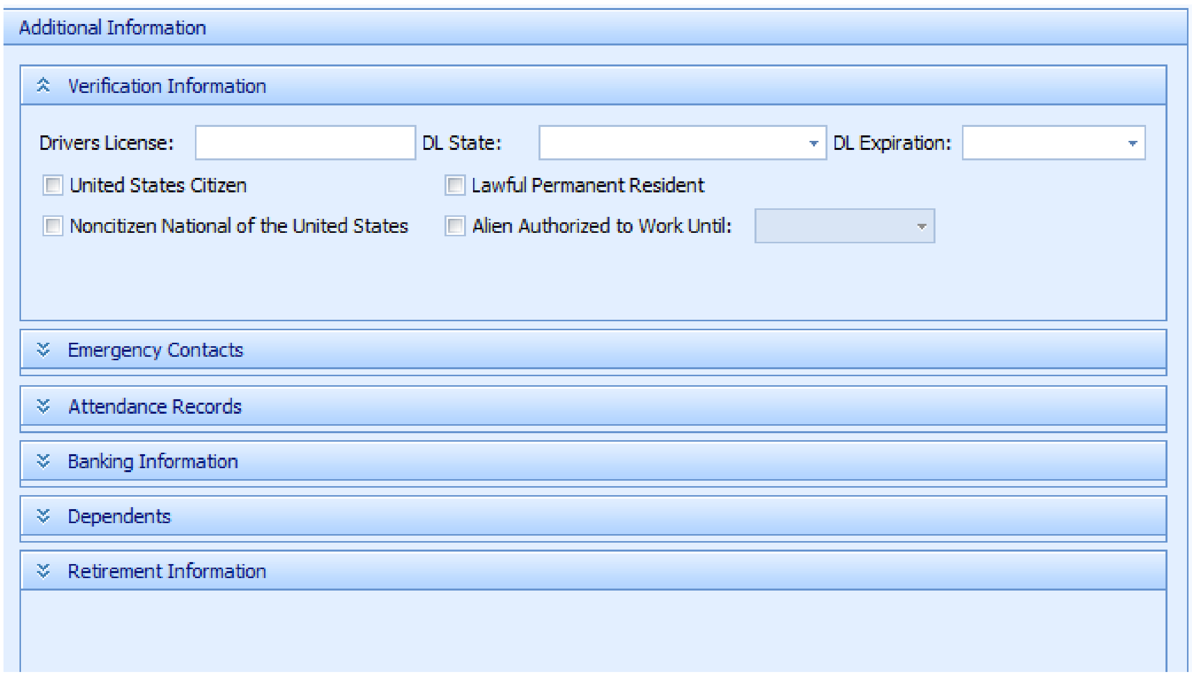
A. Record the date that your employment authorization expires, if any _ Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, may mite 'N/A" on this line.

B. Next, enter your Alien Registration Number (A-Number) USClS Number. At this time, the USCIS Number is the same as you A-Number without the "A" prefix. If you have not received an A-Number/US

CIS Number, record your Admission Number. You can find your Admission Number on Form 1-94, “Arrival-Departure Record" or as directed by USCIS or U.S. Customs and Border Protection (CBP).

(1) If you obtained your admission number from CBP in connection with your arrival in the United States, then also record information about the foreign passport you used to enter the United States (number and country of issuance).

(2) If you obtained you admission number from USCIS within the United States, or you entered the United States without a passport, you must write "N/A" in the Foreign Passport Number and Country of Issuance Fields.



Taxation: The following taxes can be set by Company, Home, or Job, each one can be based on how your company chooses the employee to be taxed.

1. State Tax By - This is the state tax the employee pays, if any. There may not be a state tax, depending on what state the employee lives in

2. County Tax By

3. City Tax By

4. Local Tax By

5. S.U.I Tax By

Marital Status: Choose one of the following based on the employee's marital status

1. H: Head of Household

2. M: Married

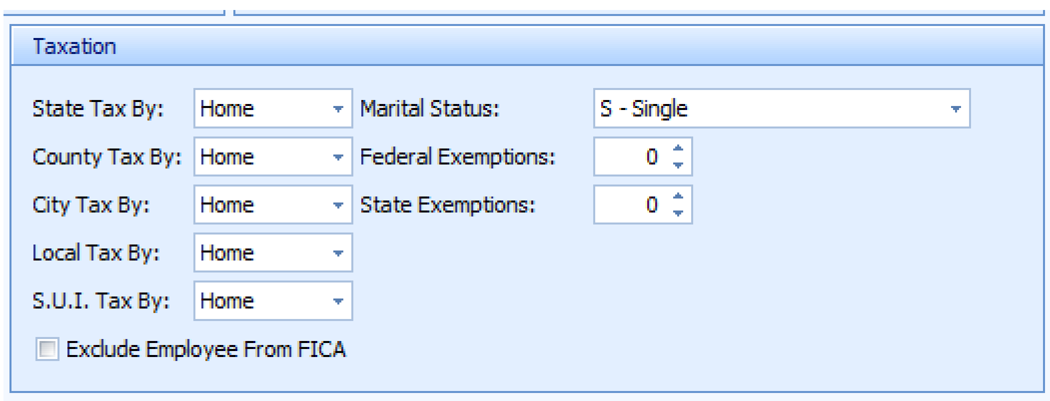
3. S: Single

Federal Exemptions: Enter the number of dependents the employee is claiming on their federal tax return

State Exemptions: Enter the number dependents the employee is claiming on their state tax return

MS Exemption Amount: (Will only be visible if the employee resides in the State of Mississippi, employee must have a completed form on file with the company)

Enter the personal exemption allow by the State of Mississippi click the form link Form 89-350 or you can search the Mississippi Department of Revenue



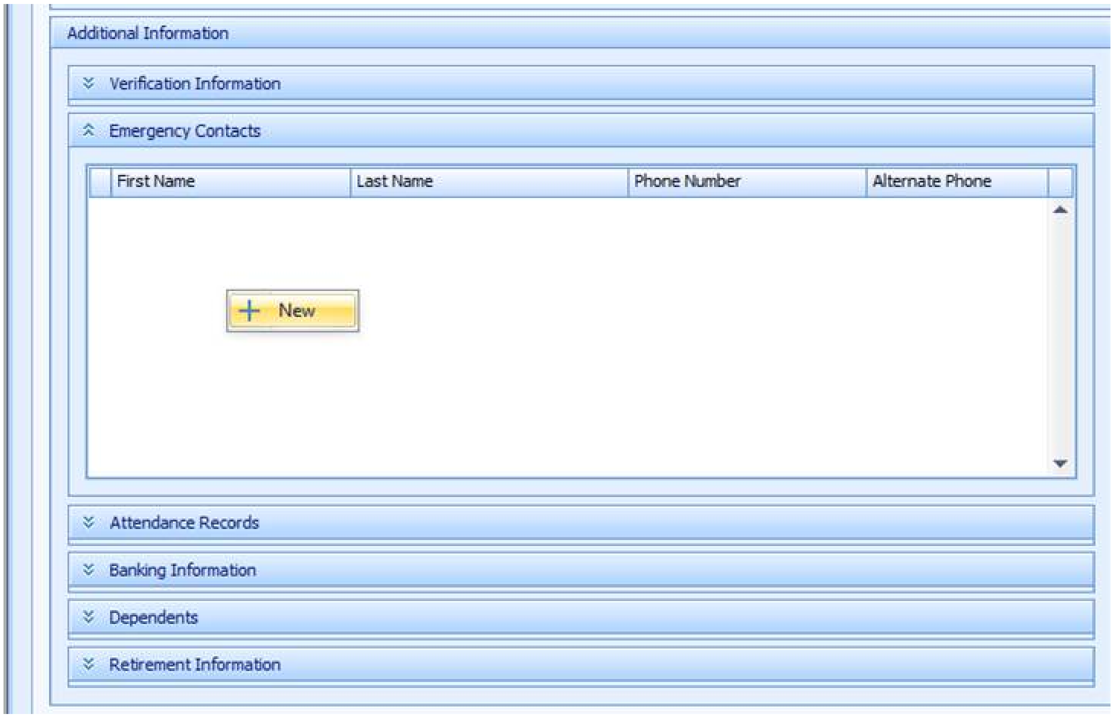
Emergency Contacts: Right click to add a new contact or to delete a contact, can have multiple emergency contacts listed (This is an optional field)

First Name: Enter the first name of the emergency contact

Last Name: Enter Last name of the emergency contact

Phone Number: Enter a phone number can be a landline or cell phone

Alternate Phone: Enter an additional phone number can be a landline



Attendance: Track the employee's attendance by selecting one of the preset events, right click to add a new event or to delete an event to the employee's information (This is optional)

Event:

Medical

Sick

Dental

Leave of Absence

Comp Time

Family

Doctor's Appointment

Military

Transportation

Transportation Issues

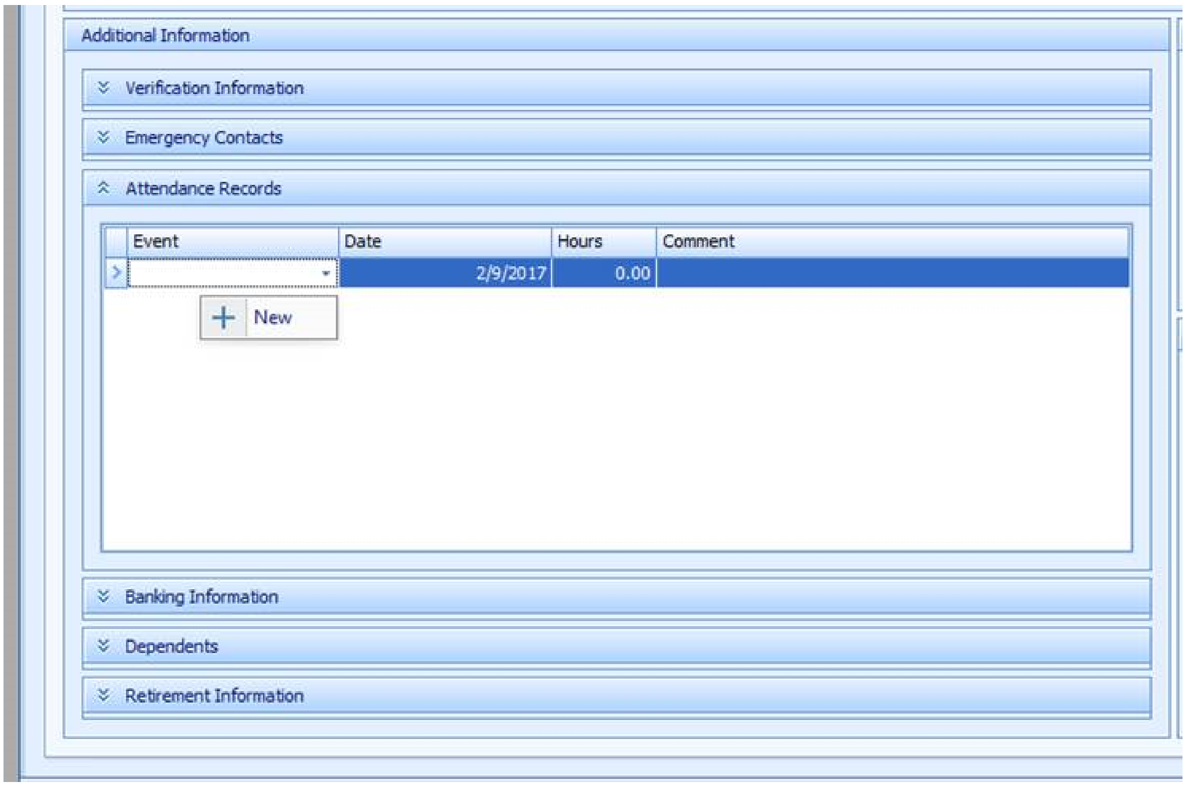
Other

Tardiness/Leave Early

Date: Enter the date of the event

Hours: Enter the number of hours of the event

Comment: Enter comments about the current event



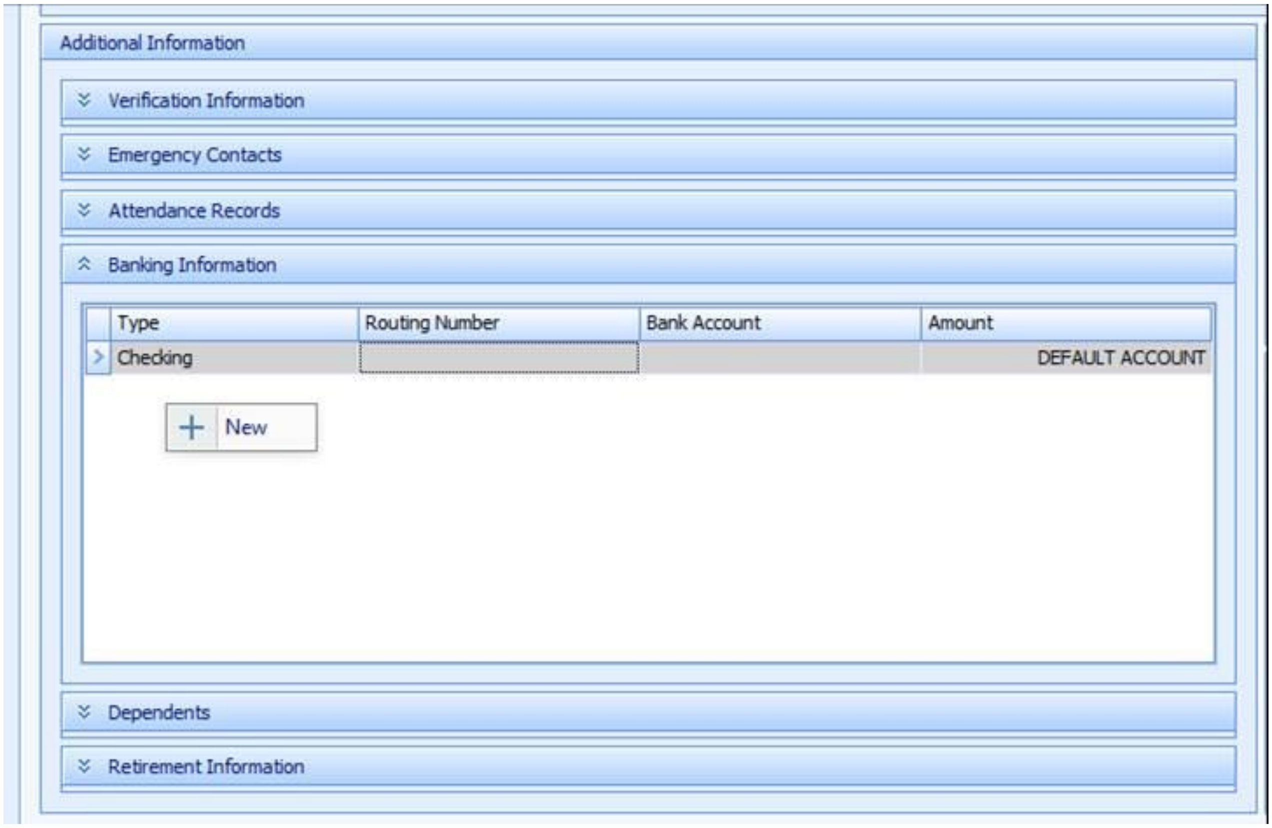
Banking Information: Direct deposit information, if the employee participates you can

Type: Select the type of account Checking or Savings

Routing Number: Enter the routing number of the bank account

Bank Account: Enter the bank account number

Amount: The first account is the Default Account, if no other accounts are set up the full amount of the employee's payroll check will be direct deposited into this account. If other accounts are set up then you can enter in the second and third account information along with the amount for that bank account.



Dependents: Right click to add or delete the employee's dependent information, this information should be same as the number of exemptions the employee is claiming as their federal exemptions

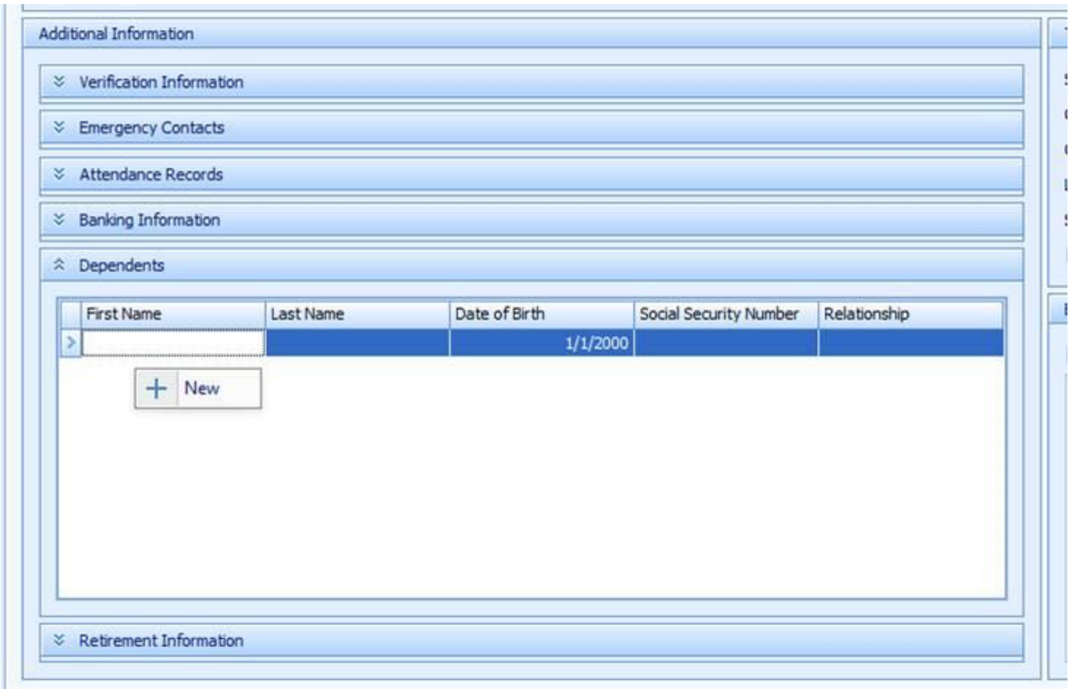
First Name: Enter the first name of each dependent

Last Name: Enter last name of each dependent

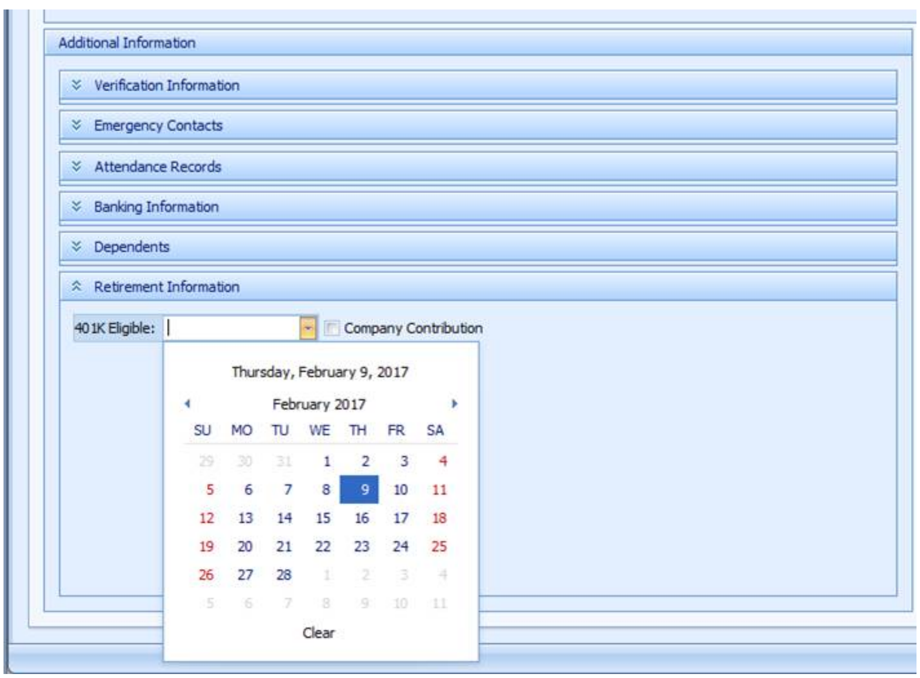
Date of Birth: Enter the date of birth of each dependent

Social Security Number: Enter the social security number of each listed dependent

Relationship: Enter the relationship of each dependent

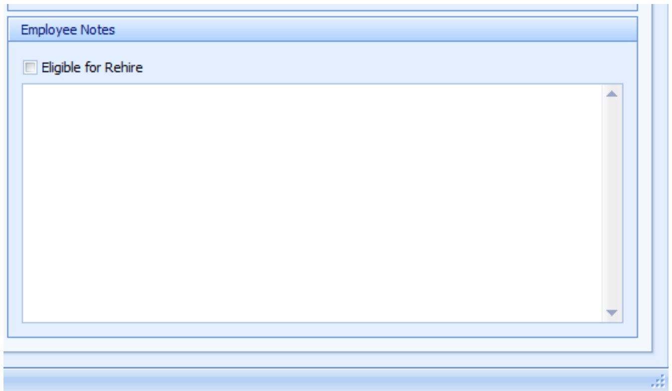


Retirement Information: This is where you can put in the date the employee becomes eligible for 401K benefits



Employee Notes: Enter notes pertaining to the employee

Eligible for Rehire: Check this box if the employee is eligible for rehire; if an employee has left the company and it's agreed the employee has left under reasonable terms that allows the company to rehire them



Deductions/Withholdings Tab

Employee Taxes: Add additional Federal or State taxes or County, City, or Local Tax

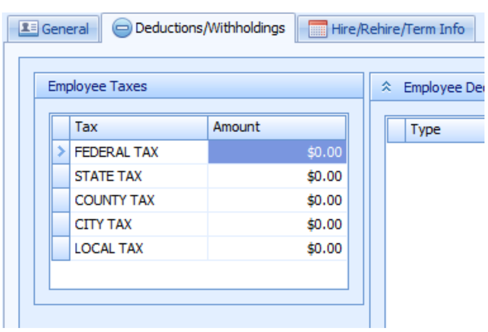
Federal Tax: Enter an amount the employee wants to add as additional to their regular federal tax

State Tax: Enter an amount the employee wants to add as additional to their regular state tax

County Tax: Enter an amount that will be held out of the employee's payroll check for a county tax (if applicable)

City Tax: Enter an amount that will be held out of the employee's payroll check for a city tax (if applicable)

Local Tax: Enter an amount that will be held out of the employee's payroll check for a local tax (if applicable)



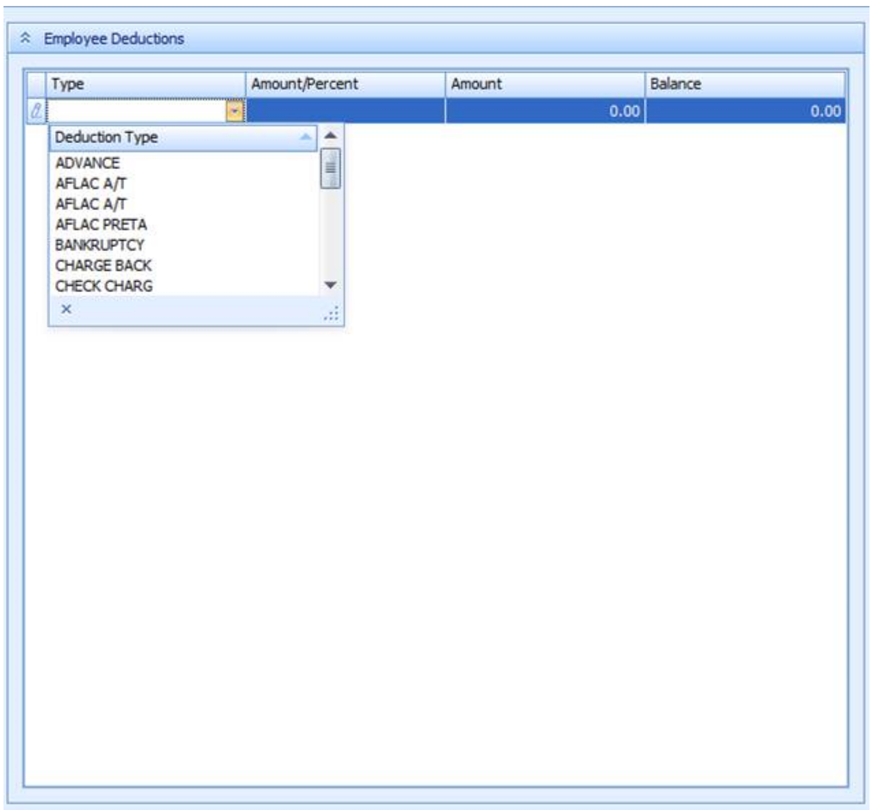
Employee Deductions: Right click to add a new deduction or to delete a deduction

Type: Choose a Deduction Type such as loan, garnishment, personal

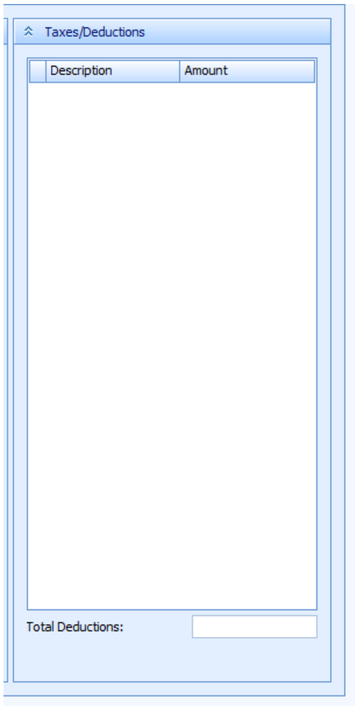
Amount/Percent: Choose Amount if this is an actual amount or choose Percent if this will be a percentage of the deduction amount

Amount: Enter the amount of the deduction or the percent of the deduction

Balance: Enter the balance of the deduction



Taxes/Deductions: This will reflect what taxes or deductions and the amounts the employee has taken from their payroll check each payroll cycle, this field cannot be changed.



Hire/Rehire/Term Info

History: Hire/Rehire/Term information of the employee, the first line will represent the original hire information along with the date.

Hire/Rehire: Hire will show if this is the first time this employee has been employed if the employee has been terminated for any reason and the employee has returned to employment right click to add a new line as a Rehire.

Date Hired: Enter the hire or rehire date of the employee

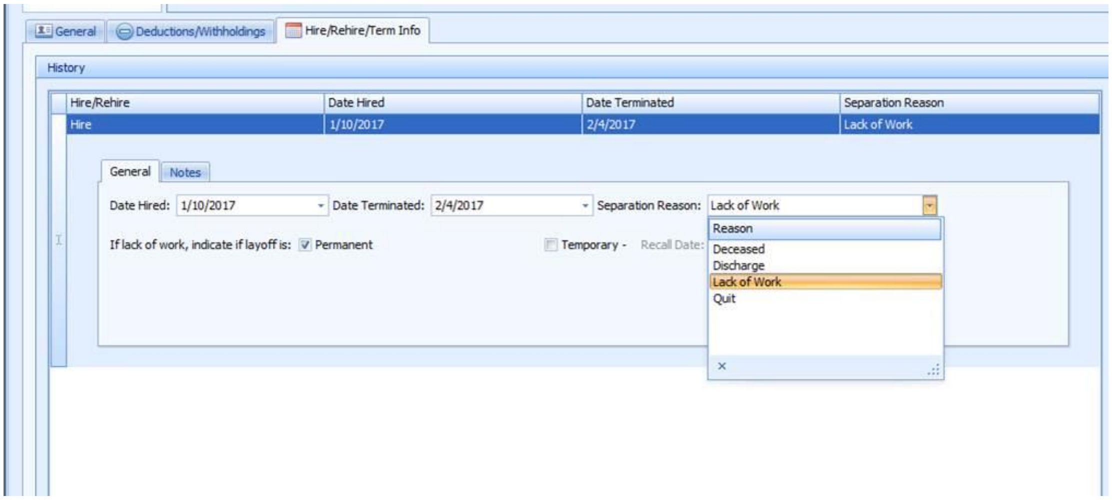
Date Terminated: Enter a date if the employee has been terminated, each line will represent a date hired and a termination date

Separation Reason: Choose from the following if an employee has been terminated

1. Discharge - No further information will be needed

2. Lack of Work - Fill out the information in the pop up box if this termination is permanent or temporary

3. Quit - No further information will be needed


General
Deductions/Withholdings
Hire/Rehire/Term Info
History
Hire/Rehire
Date Hired
Date Terminated
Separation Reason
Hire
1/10/2017
2/4/2017
Lack of Work
General
Notes
Date Hired: 1/10/2017
Date Terminated: 2/4/2017
Separation Reason: Lack of Work
Reason
Deceased
Discharge
Lack of Work
Quit
If lack of work, indicate if layoff is: Permanent
Temporary -
Recall Date: