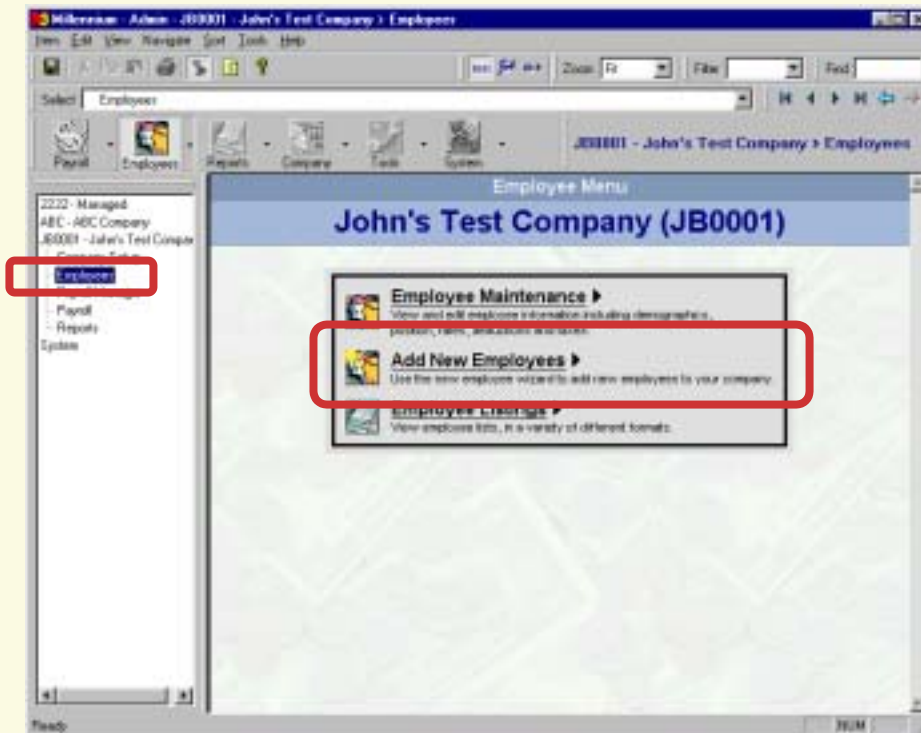


Adding a New Employee in M3

M3 Training Manual
MPI Software

Adding New Employees

- ✓ To add a new employee select **Add New Employee** from the main employee menu.



New Employee Form

- ✓ After pressing the button you will see the New Employee form.
 - Simply fill out this form and press the button at the bottom of the page.

John's Test Company
New Employee

Basic Information

Employee ID

Last Name First Name Middle Name

Address

Zip City State

Gender Birth Date SSN

Department and Status Information

Status Hire Date

Department

Pay Rate Information

Basic Rate Avg Hours Salary

Basic Information

- ✓ The basic information section is used to enter the employees name, address and other personal information.

Basic Information

Employee ID	<input type="text" value="1"/>			
Last Name	<input type="text" value="Slattery"/>	First Name	<input type="text" value="James"/>	Middle Name <input type="text"/>
Address	<input type="text" value="124 Ray Way"/> <input type="text"/>			
Zip	<input type="text" value="01776"/>	City	<input type="text" value="Sudbury"/>	State <input type="text" value="MA"/>
Gender	<input type="text" value="M-Male"/>	Birth Date	<input type="text" value="12/01/1965"/>	SSN <input type="text" value="123-45-6789"/>

Basic Information

- Employee Id
 - This field is used to enter the internal employee Id used by Millennium.
 - » The next available Id will be displayed automatically.
 - » You can change the Id to anything you want as long as it is 6 characters or less, and contains only letters and numbers. The Id should not contain any spaces or special characters.
 - » The Id number must be unique within the company.
 - » The ID number can NOT be changed once the employee is created.

Basic Information

- Employee Name and Address
 - These fields are used to enter the name and address information.
 - The city and state will automatically be filled in when the zip code is entered if it exists in the zip code table located on the Misc tab under System Setup.
- Gender, Birth Date
 - These fields are optional.
- Social Security Number
 - The employees ssn must be filled in.

Department and Status Information

- ✓ The Department and Status section is used to enter the employees home department, status, and hire date.
 - All of these fields are required.

Department and Status Information

Status	A-Active	Hire Date	01/01/2000
Department	100-Management		

Pay Rate Information

- ✓ The Pay Rate information area is used to enter information about the employees rate of pay and pay frequency.

Pay Rate Information

Base Rate	<input type="text" value="15.00"/>	Avg Hours	<input type="text" value="32"/>	Salary	<input type="text" value="0"/>
Pay Frequency	<input type="text" value="W-Weekly"/>	Auto Pay	<input type="text" value="Hours"/>		

Pay Rate Information

- Base Rate
 - This field is used to enter the employees base rate of pay.
- Avg Hours
 - This field is used to enter the average number of hours an employee works in one pay period.
 - » If the employee is an hourly employee this is the number of hours they will be given if they are set up to be auto paid hours.
 - » If the employee is a salaried employee, this is the number of hours that will be associated with the salary pay they are given.

Pay Rate Information

- Salary
 - This field is used to enter the **PER PAY PERIOD** salary if the employee is a salaried employee.
- Pay Frequency
 - This field is used to specify the employees pay frequency.
 - » The pay frequency is used when calculating the employees taxes so double check it and make sure it is accurate.
 - » This is a required field.

Pay Rate Information

- Auto Pay
 - This field is used to specify what, if anything, the employee gets automatically paid each pay period.
 - » If the field is set to hours, the employee will automatically receive a check for the number of hours entered in the Avg Hours field.
 - » If the field is set to Salary, the employee will receive a check for the dollar amount entered in the salary field.
 - » If the field is left blank, the employee will not automatically receive a check.

Tax Information

- ✓ The Tax Information area is used to set up the employees tax withholding and status.
 - All taxes must be set up on the company before they can be added to a new employee.

Tax Information

Federal Income Tax	Status	<input type="text" value="M"/>	Exemptions	<input type="text" value="2"/>			
State	<input type="text" value="MA-Massachusetts SITW"/>	Status	<input type="text" value="M"/>	Exemptions	<input type="text" value="2"/>	Exemptions 2	<input type="text" value="0"/>
Unemployment	<input type="text" value="MA"/>						

Tax Information

- Federal Income Tax
 - Use this section to enter the employees federal filing status and exemptions.
- State
 - These fields are used to select the state for SITW and to enter the state filing status and exemptions.
- Unemployment
 - This list is used to select the state for unemployment.

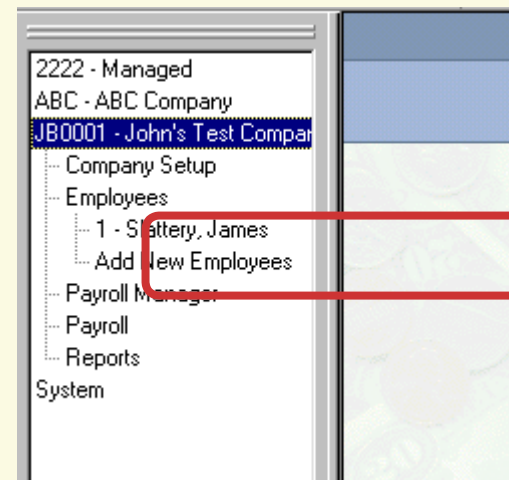
Adding The Employee

- ✓ Once all of the information has been filled in press the Add New Employee button on the bottom of the page.

Add New Employee

Adding the Employee

- If all of the required information was entered and no problems were encountered while the employee was being added you should see the employees name appear in the list of employees.



Adding the Employee

- If any required fields were skipped, they will be listed at the top of the screen and they will be highlighted in red.

John's Test Company
New Employee

The following errors were encountered while trying to save employee:

- The lastname field cannot be left blank
- The ssn field cannot be left blank
- The firwStatus field cannot be left blank
- The siteStatus field cannot be left blank
- The cc1 field cannot be left blank

Basic Information

Employee ID

Last Name First Name Middle Name

Address

Zip City State

Gender Birth Date SSN

Department and Status Information