

ND NEW HIRE

HR/Payroll Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

- ❑ Review/Update 'Reports To' (for new employee's position)

HR/Payroll Menu > Workforce Administration > Personal Information > Manage Hires **(REVIEW/UPDATE ALL INFORMATION)**

Modify a Person

- ❑ Name – **make sure it matches social security card**
- ❑ Biographical Details – Name, Information, History & National ID
 - **National ID - make sure it matches social security card**
- ❑ Address (Address Type should be "Home" and Status "A")
- ❑ Phone Information
- ❑ Email Addresses
- ❑ Ethnic Group & Veteran

Job Data

- ❑ Work Location
- ❑ Job Information
- ❑ Job Labor (Not Used)
- ❑ Payroll
- ❑ Salary Plan
- ❑ Compensation

Employment Data

- ❑ Employment Information
- ❑ Time Reporter Data

Earnings Distribution

- ❑ Job Earnings Distribution

Benefits Program Participation

- ❑ Benefits Program Participation (Review)

Click 'OK'

NOTE EMPLOYEE ID

Job Data - Employment Data

- ❑ Employment Information (check that benefits service date is first of month)

HR/Payroll Menu > ND State Applications > Benefits > ACA Employee Eligibility

- ❑ ACA Employee Eligibility

HR/Payroll Menu > Workforce Administration > Job Information

Workers' Compensation

- ❑ Workers' Compensation

HR/Payroll Menu > Workforce Administration > Personal Information > Personal Relationships

Emergency Contact

- Contact Address/Phone
- Other Phone Number

Designated Medical Provider

- Designated Medical Provider

PAYROLL

HR/Payroll Menu > Payroll for North America > Employee Pay Data USA

- Request Direct Deposit
- Tax Information** – Update Tax Distribution (review for correct state)
- Update Employee Tax Data – add a new row (Federal) update Fed & State
- Deductions** – Create General Deductions

COMMITMENT ACCOUNTING

HR/Payroll Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

BENEFITS

HR/Payroll Menu > Benefits > Manage Automated Enrollment > Events > On-Demand Event Maintenance

Health Benefits

- Medical
- Dental
- Vision
- EAP

Life and AD/D Benefits

- Basic Life
- Supplemental Life Flex & Supplemental Life
- Dependent Life
- Spouse Supplemental Life

Savings Plans (457 Deferred Compensation)

Leave Plans (If NOT on Absence Management)

- Sick
- Vacation
- Comp

Spending Accounts (Flexcomp Program)

Retirement Plans

- PERS
- RHIC

HR/Payroll Menu > Benefits > Review Employee Benefits > Current Benefits Summary

- Check to ensure that employee has been enrolled in all applicable benefit programs.