

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

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.