Only the steps that are relevant to your organization will appear, as tabs across the screen. So you might not see all of these steps, and the ones you do see might be numbered differently.

Salary and start date Tab:

The estimated impact of this new hire on your budget is shown and continuously updated as you move through the different parts of this page. The estimated impact of salary and start date is determined by your selections on this tab.

You may enter the new hire's name if you know it; or you may enter in a position or placeholder to as an indicator of the purpose of the new hire. You may indicate whether this is truly a new hire, or a replacement for someone who is leaving.

N/A (If your organization uses salary grades or bands, they will appear here and you select the appropriate one for the new hire. The suggested salary range for the selected grade is displayed in Step 2.)

Designate the annual salary for the new hire by moving the slider, or by entering a salary in the box. You may designate a salary outside of the suggested range, but this will be noted automatically on some pages and reports.

2. Tax authorities Tab:

Each employee may be subject to national and local employment taxes (such as social security and SUI), if the BudgetPak Administrator has enabled this feature. Select the appropriate national and local tax authorities for this new hire, if known. (If you are not sure, select the most likely one, such as the location of this unit.) Select United States and New York

3. Optional Information Tab:

Only the attributes relevant to your organization will appear, therefore you may not see salary grades, titles, or employee classes.

If this new hire is not full-time, uncheck the box and enter the full-time equivalent, e.g. 0.5 for half-time.NOTE:Be sure to always designate the actual annual salary for a new hire. For example, if the full-time salary for a full-time employee would be $50,000, but you are designating an FTE of 0.5, then designate a salary of $25,000.

You may enter a note to explain the purpose of the new hire. This will display on-page and on headcount reports.

4. Mapping Tab:

This tab designates which accounts should be mapped for each type of headcount related data. If you are unsure, just locate a similar employee and copy their mappings.

6. Allocations Tab:

If the Budgetholder has the security access to allocate employees across units, this tab will appear. Change Allocation to add a unit(s) and allocation percentage and headcount-related accounts.

For our puposes, allocate all to one unit. If an employee should need allocation to other units, you will have to contact the business affairs office to add the additional units.