

ADDING A NEW HIRE

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.

Add a new hire

Please answer the stepwise questions to designate the details for your prospective new hire. (You can always come back later and change the details.)

Impact on budget:
Est. impact of salary and start date: **\$6,518**
Impact of new hire policies: **\$13,250**
Total est. budget impact: **\$19,768**

How will this new hire be paid? Paid by salary Paid hourly

What type of new hire is this?

Optional: If you already know the new hire's name, you may enter it here (last name, first name).
New Hire:
Employee ID:

Salary is the only option we use for both salaried and hourly employees.

Salary and start date | New hire policies | Tax authorities | Optional information | Mapping | Benefits | Allocation

Step 1: Select a salary grade

Select the new hire's salary grade from the list below. The salary grade you choose will set the suggested salary range.

- SG1
- SG2
- SG3
- SG4

We do not use these options, SALARY is the only item available to select.

Step 2: Enter the starting salary

Note: The high and low figures are the suggested salary range for this salary grade.
\$1,000 ————— \$25,000

If the new hire's salary is outside the range listed above, you may enter it here. Annual salary:

Step 3: Enter the starting date

You may select the new hire's start date by entering it into the box at right or by selecting from the popup calendar. Start date:

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**

Tax authorities | Salary and start date | New hire policies | Optional information | Mapping | Benefits | Allocation

Step 5: Select the state

National:
United States tax exem

Local:
Alaska
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Dist. of Columbia
Florida
Georgia
Guam
Hawaii
Idaho
Illinois

This information is needed to calculate employment taxes for the new hire. Select the appropriate national and local tax authority from the list at the left. (This is usually the country of residence, and the state/province /county of residence.)

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.

The screenshot shows the 'Optional Information' tab selected in a navigation bar. The main content area is titled 'Step 6: Optional Information'. It contains a checkbox labeled 'This is a full-time employee' which is checked. Below it is a text input field for 'If not, enter the full-time equivalent (FTE):' with the value '1.000'. There is a 'Title:' label followed by an empty text input field. Below that is an 'Employee class:' dropdown menu with 'Executive' selected. At the bottom left is an 'Employee note:' label followed by a large text area. To the right of this text area is a smaller text area with the instruction: 'If you'd like to add a note about why this hire is necessary, or some other note, you may do so here.' At the bottom of the large text area, it says '0 characters of 1024 maximum'.

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.

The screenshot shows the 'Mapping' tab selected in a navigation bar. The main content area is titled 'Step 6: Mapping'. It contains a 'Copy mappings from an existing employee?' section with a dropdown menu showing 'Arida, Lisa A' and a 'Copy' button. Below this is a 'Base compensation' dropdown menu with '50101: Salaries' selected. At the bottom of the form, there are 'Save' and 'Cancel' buttons, and a yellow warning box that says 'You have unsaved changes!'.

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.

The screenshot shows the 'Allocation' tab selected in a navigation bar. The main content area is titled 'Step 9: Allocation'. It contains two radio button options: 'This employee is allocated entirely to this unit' (which is unselected) and 'This employee is allocated to other units as follows:' (which is selected). Below the second option is a large empty text area. At the bottom of the text area, there is a blue button labeled 'Change allocation...' with a red arrow pointing to it.