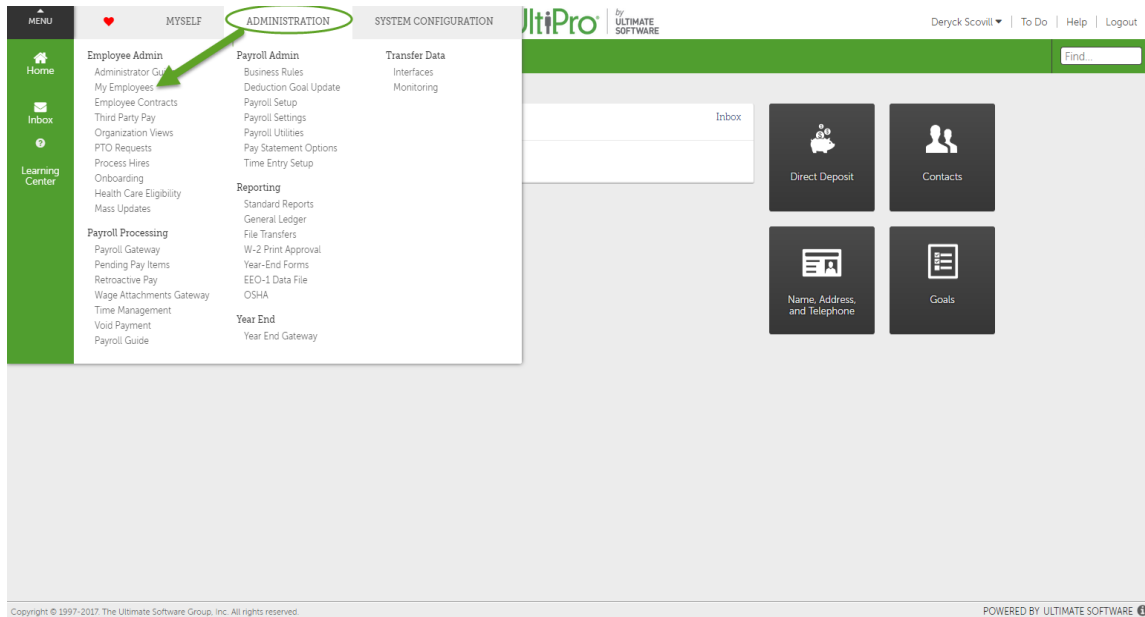# NEW HIRES / REHIRES

- Click MENU~ ADMINISTRATION~Employee Admin~My Employees

- On the right side of the screen, under "Things I Can Do", select "Add Employee (Hire/Rehire)" *OR* Click the green "Add" button on upper right.

- Ultipro will lead you through the following screens. Fill in the fields as necessary (**fields with a red dot are required fields**) and click Next to get to the next screen.

- START:
  - *Company:* Click the drop-down list to select the appropriate company

- *SSN:* Type in the employee's social security number – no dashes. Enter carefully and check to the employee's SS card!
- *Confirm SSN:* Retype SS number
- *Names:* Enter Name fields as indicated (First and Last names are required)
- *Employee Number:* Enter a 6-digit employee number (**during Dual Entry, enter the ADP number with 0's in front, ex: if the ADP number was 212, enter 000212).** Once we go live with UltiPro, the employee number will autofill from the iCIMS feed.
- *Time Clock:* Leave blank

- Click the Next button ( ) to go to the next screen

Start

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Personal

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| Quick Address Search ❓ | Search ✕ |

Address

Address	
Address Line 2	
City	
State/Province	▼
Zip/Postal code	
County	

Phone/E-Mail

Home phone	
Work phone	
Extension	
Other	
Other type	▼
Primary e-mail	
Alternate e-mail	
Mailstop	

Additional Information

Date of birth	MM/DD/YYYY 📅
Gender	▼
Marital status	▼
Ethnic origin	Not specified ▼
I-9 verification	Pending ▼

o PERSONAL:
- *Address:* Enter address, city, state and zip code in appropriate fields
- *Phone/Email:* Enter phone numbers and email addresses in fields
- *Additional Information:*
  - Enter appropriate info in each field
  - *I-9 verification:* Select "Yes" from drop-down list
- Click the Next button (→ next) to go to the next screen

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Employment Dates

Hire date	• MM/DD/YYYY
Seniority	• MM/DD/YYYY
Benefit seniority	• MM/DD/YYYY

Next Review Dates

| Salary | MM/DD/YYYY |
| Performance | MM/DD/YYYY |

- o DATES:
  - ▪ Employment Dates:
    - • *Hire date:* Enter the new hire effective date
    - • *Seniority*: Date will autofill from new hire date; leave as is
    - • *Benefit Seniority Date*: Date will autofill from new hire date; leave as is

  - ▪ Next Review Dates:
    - • *Salary:* Date autofills one year from hire date; adjust as necessary
    - • *Performance:* Date autofills 180 days from hire date; adjust as necessary
    - • **NOTE:** For temporary employees, remove the review dates and leave these fields blank

  - ▪ Click the Next button ( ) to go to the next screen

- o JOBS/PAYROLL:
  - ▪ Job Information:
    - • *Supervisor:* Click the search icon and a pop-up box appears. Enter the supervisor's last name in the Find by box, click Search. Double click the name in the list and it will fill the field.
    - • *Job Group:* Skip this field
    - • **Job:* Click the drop-down arrow and select the job number/name from the list.
    - • *Alternate job title:* Skip this field
    - • *Location:* Select location from drop-down list
    - • *Hire Source:* Skip this field
    - • *Project:* Select the Project from the drop-down list
    - • *DIVISIONS:* Select the Division code from the drop-down list
    - • *DEPARTMENTS:* Select from the drop-down list
    - • *FUND and ORG:* Select from the drop-down list
    - • *GL LOCATIONS:* Select from the drop-down list

- ▪ Payroll Information:
  - • Salary Guide shows salary grade and range for this job
  - • *Pay rate:* Enter pay rate PER HOUR (for all employees, including
    - exempt)
  - • *Other rates:* Leave blank
  - • *Pay group:* Select from drop-down list
  - • *Distribution center:* Select LARCO – Larimer County from
    - drop-down
  - • *Scheduled hours:* Enter the scheduled hours for a two-week period
    - (ex: for full time, enter 80 hours)
  - • *Earnings group:* Select from drop-down list
  - • *Deduction/Benefit group:* Select from drop-down list
  - • *1095-C Deduction Group Assnt Date:* Leave blank
  - • *Employee type:* Select from drop-down list
  - • *Hourly/Salaried:* **Select Hourly for ALL employees, including**
    Exempts. (Nonexempt & Exempt status is set up
    at the job level)
  - • *Full/Part time:* Select from drop-down list
  - • *Pay automatically:* Leave box unchecked
- ▪ Click the Next button (next) to go to the next screen

- o TIME MANAGEMENT:
  - ▪ This section is not yet set up. Skip this screen during Dual Entry.

- ▪ Click the Next button (next) to go to the next screen

o DIRECT DEPOSIT:
- Click on the "add" button at top of screen to add new accounts
- The Direct Deposit Detail screen appears

- Fill in all bank account information
- *Amount:* If all pay will go to this account, click Available balance
  If pay will be split between accounts, click Flat Amount or
  Percent amount and enter amount or % to go to this account

- Click the Next button ( ) to go to the next screen

- The Bank Account information will appear in the Direct Deposit list

Hire an Employee
John Jones - ABC Company(2)

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Direct Deposit

back · next · add · save · reset · cancel · print · help

Account Number	Bank	Account Type	Amount	Status	
xxxxxxxxxxxxxxxxx2220	First National	Checking	Available balance	Active	

- To add another account, click the Add button again and complete the Direct Deposit Detail screen for the additional account
- Then click "Next" to return to this screen and view both accounts in the list
- Add additional accounts as necessary

- Click the Next button (next) to go to the next screen

o FEDERAL INCOME TAX
  ▪ Enter the following information from the employee's W-4 form in the appropriate fields:
    • Filing status
    • Total allowances claimed
    • Additional amount to be withheld (if any)
  ▪ Do not check any of the boxes
  ▪ If the employee is claiming exemption from withholding, do not enter any allowances, and check the Employee claims exemption box (this box will be blocked if allowances are entered)

  ▪ Click the Next button ( ) to go to the next screen

o STATE INCOME TAX
  ▪ Enter the following information from the employee's W-4 form in the appropriate fields:
    • Filing status
    • Total allowances claimed
    • Additional amount to be withheld (if any)
  ▪ Do not check any of the boxes
  ▪ If the employee is claiming exemption from withholding, do not enter any allowances, and check the Employee claims exemption box (this box will be blocked if allowances are entered)

  ▪ Click the Next button ( ) to go to the next screen

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PTO/Leave Balances

back   next   add   save   reset   cancel   print   help

Plan	Available	Hours/Wages	Earned Through	Reset
No records found				

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- **PTO/Leave Balances**
- Summary

- o PTO/LEAVE BALANCES:
    - ▪ LEAVE BALANCES WILL NOT BE MAINTAINED IN ULTIPRO UNTIL GO-LIVE
    - ▪ Some balances have been loaded to allow us to run sample payrolls and experiment, but these will be deleted prior to loading accurate balances in December

    - ▪ Click the Next button (next) to go to the next screen

| Start |
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| **Summary** |

Summary

back | next | save | cancel | print | help

⊟ Request Information   Show [All fields ▼]

⊟ Start

	Before	Submitted
Company	New	ABC Company(2)
Operating country	New	United States
Prefix	New	
First	New	John
Preferred name	New	John
Middle	New	James
Last	New	Jones
Former last	New	
Suffix	New	
Employee number	New	To be assigned
Time clock	New	

⊟ Personal

	Before	Submitted
Country	New	United States
Address	New	123 Elm St
Address Line 2	New	
City	New	Fort Collins
State/Province	New	Colorado
Zip/Postal code	New	80521

- o SUMMARY:
  - ▪ A warning will appear if the pay rate is outside the pay range for the assigned job.
  - ▪ Check all fields here for accuracy
  - ▪ Click "back" to return to previous screens for editing

  - ▪ When all information appears correct, click the green SAVE button (save) in the upper right corner

- FINAL STEPS:
  - Once the new hire is saved, you will be returned to the "My Employees" screen.
  - To find the employee you just added:
    - In the Find by box, select "Last name"
    - Select "is"
    - Type the new hire's last name and click Search
    - The new hire will appear in the list

- Click on the new hire's name to go directly to his/her record

- To add Driver's License information for the new employee, click on the Career & Education tab and the Licenses sub-tab

  - Click the green Add button on the upper right (OR) under Things I Can Do, click on Add Licenses/Certifications

  - Complete all fields:
    - *License/Certification:* Select license type from drop-down list
    - *Number:* Enter the Driver's License number, including dashes
    - *Received:* Enter the Issued date
    - *Renewal:* Enter the Expiration date
    - *Provider:* Select the State that issued the license
    - *Notes:* Type additional information, if desired

    - Click the green SAVE button (save) in the upper right corner