


<b>Document Purpose</b>	<i>Walk you through the basics of adding new employees</i>
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- Open Evolution and from the Dashboard select Employees and select the 
- The Add Employee screen will open, select Basic and enter the employees SSN #, select Check ID. The system will check to see if an employee is already set up with that SSN#. If an employee already has that SSN# the screen will open to that employee, change the status from terminated to active. If this is a new employee, the new employee wizard will open. You will be required to enter information in all fields marked with an asterisk \*. Save your changes. The New employee wizard will take through the following screens:

**Basics** - this is used to enter basic employee demographic information into the required fields:

- SSN/EIN - enter the Social Security Number or the EIN if this is a 1099 contractor
- Employee type - W-2 or 1099 contractor
- First Name, M.I. and Last Name
- Address, City, State, ZIP
- Birth dates are required for 401K deductions - mm/dd/yyyy
- Gender and Ethnicity are not required
- Status - Active - Terminated - Season etc.
- Current Hire Date - mm/dd/yyyy
- Organization Level is the the Div/Branch/Department the employee works in
- Employee type - full-time, part-time, 1099
- Frequency - this will default to the company pay frequency
- Salary Amount - enter the pay payroll salary amount not the annual salary
- Rate 1, Rate 2, Rate 3 - Enter the hourly rate for the employee, employees can have multiple rates that can be selected during payroll entry
- Fed Marital Status & Exemptions, W4 total Dependents Tax Credit, W4 Other income and W4 deductions - enter from the completed W-4
- State - state for withholding, generally the state the employee lives in
- SDI - state for disability (if applicable), generally the state the employee lives in
- SUI - state for unemployment, general the state the employee works in
- State Marital Status - enter from completed state W-4
- State Exemptions - enter from completed state W-4

Save your Changes

Once you have saved your changes you can add deductions, direct deposit, time off accruals and employee notes.