Adding A New Employee

These instructions describe the steps to follow when adding a new employee to the KTS Human Resources System.

1. ***Personnel Module → Primary Employee Screen***
   Enter the following mandatory fields - *SSN, Name (Last, First and Middle Initial), Gender, Ethnic, Birthday* and *Hire Date* and then click *Save*. Verify that the system displays the message *"Employee record added successfully."* Also verify correct contents of the following important fields: *REP Employ. Status, ORS Status Code* and *Organization Code.*

2. ***Payroll Employee Records Module → Employee Master Setup Screen***
   Enter the following mandatory fields - *Check/Direct Deposit, Organization, Federal Income Tax Filing Status, Retirement Plan, Frequency of Pay,* and *Wage Code* and then click *Save*. Verify that the system displays the message *"Payroll master records added for the employee."*

3. ***Payroll Employee Records Module → Primary Contract/Salary Screen***
   If the employee normally receives a constant amount of pay each payroll run, use this screen to pay them for their primary assignment. For further details, refer to the *KTS Human Resources System User's Guide*. Enter mandatory fields then *Save*. Verify that the system displays the message *"Employee Record Updated."*

4. ***Payroll Employee Records Module → Additional Contracts/Salaries Screen***
   If the employee receives a constant amount of pay on a regular basis, for reasons other than their primary assignment, use this screen to pay the additional amounts. For further details, refer to the *KTS Human Resources System User's Guide*. Enter mandatory fields then *Save*. Verify that the system displays the message *"Employee Record Updated."*

5. ***Payroll Employee Records Module → Employee Gross Pay Rate Tables***
   If the employee is often paid for hourly, daily or other types of non-salaried pay situations (i.e. from a timesheet or other similar document), enter records here for common pay rates. Each record is for a unique combination of gross pay *Item Code*, *ORS Class* code, *Pay Rate*, and *ASN.*

6. ***Payroll Employee Records Module → Employee Benefits Screen***
   This screen is used to maintain the records of benefits paid on behalf of the employee, by the district. **Note: Verify the presence of: FICA and MPSRS for every employee added.** If necessary, enter other appropriate benefits to be given.

7. ***Payroll Employee Records Module → Employee Elective Deductions Screen***
   This screen is used to maintain the records of deductions taken from the employee's gross pay. Elective deductions are all deductions other than taxes and MIP. They may include direct deposits to savings or checking accounts, deferred compensation plans, insurance premiums, dues, charitable donations and any other type of direct deduction from an employee's gross pay. If known, the employee's elective deductions may be entered here at this time.

8. ***Payroll Employee Records Module → Employee Mandatory Deductions Screen***
   This screen is used to maintain the records of mandatory deductions to be taken from the employee's pay. **Note: Verify the presence of: MCT, SST, FIT, MIT and MIP for every employee added.**

9. ***Employee Absence Records Module → Employee Leave Control Screen***
   This screen is used to enter and maintain leave balances for employees.
   Update with initial leave codes and balances as appropriate.

10. ***Personnel Module → Registry of Educational Personnel Screen***
    Used to maintain information for employees who are to be included in *Registry of Educational Personnel Report* submitted to the Michigan Department of Education. Update as appropriate, with all data known at this time.