

Adding New Employees

Overview

You add new employees into PPMS by entering information on a series of screens. The information you enter is used to:

- Establish employee and job records
- Define the employee's earnings, deductions and reductions, and benefits
- Generate demographic, professional history, and personal data
- Calculate employer benefit contributions
- Process gross-to-net calculations for payroll according to employee type

It is important to complete all the screens because information from one screen is often automatically posted to another screen, which saves you time. These instructions walk you through the process of entering information for a new employee by identifying each screen you use and describing the fields on the screen that are required or that you need to consider. You will not enter information in every field on a screen.

In general, there are two processes for adding employees, depending on whether the employee type is for contract and salaried positions or for hourly and student positions. For complete documentation for adding both types of employees, click the links.

Salaried and Contract Positions

Use the following screens to add new employees for salaried and contract positions.

- PS0001 - Employee Status Screen
- PS0002 - Job Status Screen
- PS0003 - Job Account Screen
- PS0004 - Personal Information Screen
- PS0005 - Benefits Screen
- PS0014 - Payroll Information Screen

Salaried and contract positions are identified by the following employee type codes:

- **E** (exempt - contract)
- **F** (full-time faculty - contract)
- **P** (part-time faculty - contract)
- **C** (classified - salaried)

Contract and salaried employees are generally in permanent positions and are usually exception time reports. These positions require more employee information than hourly and student positions, so you must enter information on all six of the screens.

You can save time and keystrokes by having each of these screens automatically display when you have finished one of the previous screens. You can also identify the order in which these screens are to be displayed. To establish this automatic function, use Institution Parameter 1003, Employee Screen Sequence (Emp-Screen-Seq).

To set up Institution Parameter 1003, use the following steps:

1. In the Next Function line of any PPMS screen:
In the Func field, type C (change)
In the Screen field, type PS9001
In the Key1 field, type 1003
2. Press the Enter key.
The Institution Parameter Table screen is displayed.
3. In the Character Parameter Value field, enter the last three digits of the process IDs for each of the screens you want - in the order that you want them to be displayed (no spaces separating each entry).
For example, **001002003004005014**
4. Press the Enter key.
As you use them, the screens will automatically be displayed in the following order:
PS0001 PS0002 PS0003 PS0004 PS0005 PS0014

Note: The instructions for adding employees that follow are based on having Institution Parameter 1003 set up to display the screens in this order: PS0001, PS0002, PS0003, PS0004, PS0005, PS0014.

Hourly and Student Positions

Use the following screens to add new employees for hourly and student positions.

- PS0012 - Student/Hourly Screen
- PS0013 - Student/Hourly Job Screen

Hourly and student positions are identified by the following employee type codes:

- **H** (hourly)
- **S** (student)

Hourly employees are usually in temporary positions that have flexible hours depending on workload and demand; they are usually positive time reporters. Hourly and student temporary positions require less information than salaried or contract positions; therefore, you need to enter information on only two screens - PS0012 and PS0013.

Student/Hourly Screen (PS0012)

Use the Student/Hourly Screen to establish an individual as an hourly or student employee of your college.

Three fields that do not appear on the Student/Hourly Screen are automatically updated in the database whenever a new hourly employee is added. These are:

- The Full-time/Part-time Indicator is set to P (part-time).
- The Permanent/Temporary Indicator is set to T (temporary).
- The Payroll Payment Method is set to C (pay by check).

The unique conditions of employment are defined by your college. The data shown in the following sample applies, in general terms, to hourly employee types and is meant to be used as a guideline.

1. In the FUNC field of the PPMS screen, type A (add).
2. In the SCREEN field, type PS0012
3. In the KEY1 field, type the individual's Employee ID number.
4. Press the ENTER key.

The Student/Hourly Screen is displayed with the following data:

- Employee ID
- Persl Actions is INEM (initial employment)
- Employee Status is A (active)
- OASI Tax Elig is Y (yes)
- Medical Aid Elig as Y (yes)
- Fed Tax: Marital Stat is S (single)
- Min Data

5. Enter data in the fields, using the following table as a guide.

Field Name	Field Entry
SID	If applicable, type the employee's student identification number.
NAME: LAST	Entry required. Type the individual's last name.
NAME: FIRST	Type the individual's first name.
NAME: MID	Optional
PREFIX	Optional
SUFFIX	Optional
ALT NAME	Optional
PRIOR NAME?	
PRIOR NAME UPDATE	Press the Tab key.
PERSL ACT DATE	Type the date of initial employment.
EMPL DATE	Type the first date the employee is actively employed.
SEPR DATE	Press the Tab key.
SEPR REASON	Press the Tab key.

EMPLOYEE TYPE	Entry required. Type one of the following: H Hourly S Student
HOME CAMPUS	Type a college code from the College Code Table (SM5014).
HOME DEPARTMENT	Entry required. Type a code from the Department Table (PS9006).
VISA TYPE	If applicable, type one of the following: blank U.S. citizen F1 Student F2 Spouse or child of student FN Foreign national H1 Temporary worker of distinguished merit and ability H2 Temporary worker performing services unavailable in the U.S. IM Immigrant (resident alien) J1 Exchange visitor J2 Spouse or child of exchange visitor
VISA EXPIR DATE	If applicable, type the date the employee's visa will expire.
CITZ COUNTRY	If applicable, type the country of the employee's current citizenship.
PERMANENT ADDRESS: STREET CITY STATE/ZIP COUNTRY	Entry required. Type the address that will be used on the employee's W-2 form.
CURRENT ADDRESS: STREET CITY STATE/ZIP COUNTRY	Entry required. If the address that will be used on the payroll check is the address used on the W-2 form, type Same . If the address is not the address used on the W-2 form, type the employee's local address (or the address that will appear on the payroll check).
SEX	Entry required. Type M (male) or F (female).
BIRTHDATE	Type the employee's date of birth
CENSUS/RACE	Type the employee's race code from the Race Table (ZX0401).
CENSUS/HISP	Type the employee's Hispanic code from the Hispanic Table (ZX0402).
MILITARY STAT	If applicable, type a code from the Military Status Table (PS9037). blank Non-veteran DO Disabled veteran - other than Vietnam DV Disabled veteran - Vietnam era NI Not indicated OV Other than Vietnam veteran SV Spouse of deceased veteran VV Vietnam era veteran

PAYROLL PAYMENT LOCATION	Type one of the following: 1 Payment distribution location 2 Home department 3 Name 4 Current address ZIP code 5 Mail stop
PAYROLL DISTR LOC	If you entered 1 in the Payroll Payment Location field, type a code from the Department Table (PS9006).
WORK COUNTY	Entry required. Type a code from County Code Table (ZX0040).
OASI TAX ELIGIBILITY	Type one of the following: Y or blank Take OASI deductions M Take Medicare insurance deductions N Do not take OASI deductions S Student waiver (do not take deductions)
MEDICAL AID ELIG	Type one of the following: Y The employee is eligible for medical aid and industrial insurance coverage (default). N The employee is not eligible for medical aid and industrial insurance coverage.
FED TAX: MARITAL STAT EXEMPT W-4 YR EIC IND ADDTNL AMT/IND	Use these fields to type the federal tax information from the employee's W-4 tax form.
ST TAX: MARITAL STAT EXEMPT	If applicable, use these fields to type the state tax information from the employee's state tax form.

Student/Hourly Job Screen (PS0013)

Use Student/Hourly Job Screen to add job appointment data for hourly and student employees such as, the employee's job status, job classification, job title, and job begin and end dates. If you enter data on the Student/Hourly Screen (PS0012), you must also complete this screen.

The pay rate code field does not appear on the Student/Hourly Job Screen but it is automatically updated in the database whenever a new hourly employee is added. The pay rate code defaults to H (hourly) for student and hourly employees.

When PS0013 is displayed, the following fields are filled:

- Employee ID
- Employee Name
- Employee Type

- Persl Actions is **INEM** (initial employment)
- Persl Action Date

Enter data in the fields, using the following table as a guide.

Field Name	Field Entry
JOB CLASS	Entry required. Type the job class code from the Job Class Table (PS9004).
RANGE	Type the pay scale range from PS9015 (Pay Scale Range Table) for the employee's salary.
STEP	Type the pay scale step from PS9015 (Pay Scale Range Table) for the employee's salary.
SUPERVISOR	If applicable, type a code from the Supervisor Table (PS9024).
JOB STATUS	Type one of the following: A Active (default if left blank) D Deleted I Inactive L Leave of absence without pay P Leave of absence with full or partial pay
JOB TYPE	Type one of the following from the Job Type Table (PS9035): 01 Permanent 02 Probationary 03 Trial service 04 Provisional 05 Emergency 06 Temporary 07 Seasonal 08 Intermittent 09 Courtesy 10 Acting 11 Replacement 12 Sabbatical replacement
PAY CYCLE	Entry required. Type a code from the Pay Cycle Table (PS9023).
TIME RPT CODE	Type P (positive reporting).
TIME RPT EXCLUSION	Type N (include employee on time reports).
JOB DEPARTMENT	Type a code from the Department Table (PS9006).
JOB PAY RATE	Entry required. Type the amount that will be paid each pay period.
JOB BEGIN DATE	Entry required. Type the first date the job is active.
JOB END DATE	Entry required. Type the last date the job is active.

ACCOUNT CODE	Entry required. Type the account code to used for the employee.
ACCOUNT AMOUNT	Entry required. Type the amount that will be paid from the account code each pay period.
EARN TYPE	Entry required. Type a code from the Earnings Table (PS9007).
ACCOUNT BEGIN	Entry required. Type the begin date of this account payment
ACCOUNT END	Entry required. Type the end date of this account payment

From the last field into which you entered information, press the Enter key.

Once you have entered data on PS0012 and PS0013, you have completed all the initial data entry required to add a new hourly or student employee into the Employee (EMP) database.

To add another hourly employee, repeat this process beginning with the Student/Hourly Screen (PS00012).