Quick Reference	Enter Employee Record

Remember to use the Visual Assist 🔍 to search for information.

To	Do This
Enter an Employee Record	## Navigation Human Resources and Payroll - Agencies > Employee Maintenance > Employee Information ## Steps Start this instruction from the Employee Information – Work with Employee Information window. 1. Click on the QBE (query-by-example) line directly above Employee No in the grid. 2. Click on the Visual Assist icon. 3. Type the Employee's Social Security number on the QBE line directly above Tax ID in the grid. 4. Click **Find**. "No records fetched", indicates the Social Security number does not exist in the Address Book. 5. Click **Close**. ✏️ If the Social Security number does exist in the Address Book, and the search type is an "E" or "X", either follow the Work Instruction to Rehire an Employee or note the business unit for the employee and contact the appropriate agency to transfer the employee. If there are "No records fetched", continue with Step 6. 6. Click **Add**. 7. Complete the following fields: • Security Business Unit – A Business Unit number that secures the employee's record from unauthorized access. • Home Fund – 10000 for <u>**ALL**</u> State of Nebraska employees • Check Route – XX XXX XXX XX, for Agency (2 spaces), Division (3 spaces), Work Facility Code (3 spaces), Sequence # (2 spaces). • Pay Frequency – Bi-Weekly or Monthly. • Pay Status – Review Valid codes. Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run. • Employee Benefit Status • Benefit Group – The benefit group to which the employee is assigned. • Adjusted Service Date - This date is used to determine the amount of leave earning the employee should be receiving. This **MAY** be the same date as the Original Hire Date or Agency Original Hire Date. • Original Hire Date – Enter employee's Original Hire Date with the State of Nebraska **excluding any time the person was employed as a temporary <u>at the beginning</u> of their employment with the State.** • Date Pay Starts • Agency Original Hire Date – the date the employee started with the particular agency. • Country – Leave as default to US. 8. Click **Con't** (Continue). ⚠️ It is important to press the tab key on the keyboard through each field on the Address Book tab and then click on the Mailing tab to get the OK button on this screen.

To	Do This
	9. Tab past Address Number field – the system will assign an Address Number.
	10. Type the employee's name in the Alpha Name field.
	🖊 Type the name as Lastname, Firstname, Middle Initial.
	🖊 For more information on how to properly enter a name in the address book, please refer to the [Entering Information in the Address Book for HR](#) Quick Reference Card.
	11. Type the employee's Social Security number in the Tax ID field.
	12. Press the tab key through the Search type field.
	13. Enter the employee's security business unit number in the Business Unit field.
	14. Click **Mailing** tab.
	15. Complete the following fields:
	• Mailing Name – First name, middle initial, last name
	• Address Line 1 – Employee's street address
	• City
	• State – Abbreviation for the State
	• Postal Code – Zip Code
	• Country – Leave blank for USA (default)
	• County
	16. Click **OK**.
	🖊 An Address Book Number for the Employee appears as the Supplier Number.
	17. Enter **000** (three zeros) in the Payment Terms – A/P field. Everything else defaults in.
	18. Click on the **Tax Information** Tab.
	19. Enter a "P" in the Person/Corporation field.
	🖊 The Supplier Master is necessary to make payments other than payroll. Expense Reimbursements are an example. The 000 indicates payment is to be made upon receipt, instead of waiting until the end of the month.
	20. Click **OK**.
	🖊 You will get a "yellow" Address Book Record Search Type Warning -- you can ignore the warning.
	21. Click **OK** to create the Supplier Master. The Employee Information – Personal window appears.
	22. Complete the following fields:
	• Ethnic Code
	• Date of Birth
	• Gender
	• Employee Age (As of Jan 1st) –
	23. Click **Con't** (Continue). The Employee Information – Organizational Assignment window appears.
	24. Complete the following fields:

To	Do This
	- Supervisor – Employee's supervisor's address book number. - Home Business Unit – Business Unit to which employee is assigned. - Position ID – The Position ID the employee is occupying. - Job Code – The Job Code to which employee is assigned. - Working Title – only if different from Job Code description - Group Code – will default from Job Master - EEO Job Category – will default from Job Master - Employment Status - Organizational Business Unit (optional) - Next Review Type (optional) - Next Review Date (optional) 25. Click **Con't** (Continue). The Employee Information – Job Default Window appears. 26. Select **Only Use Defaults to Overwrite Blank Values**. Make sure the Proposed Information is correct. If not, make any necessary corrections. 27. Click **OK**. The Employee Information – Basic Compensation window appears. 28. Complete the following fields, if necessary: - Salary – Only complete this field for salaried employees. - Hourly Rate – Only complete this field for hourly employees. - Std Hrs/Day - Std Hrs/Year - Pay on Std Hours - Overtime Exempt - FTE – full time equivalents 29. Click **Form, User Def Cat 01-10**. The Employee/Job Category Codes 01-10 window appears. 30. Complete the following fields **Agency Number** - Enter the Agency Number **O*Net Code** - If not defaulted, enter 99 **Union Code** **Census Code** - If not defaulted, enter 999 31. Click **OK** to return to the Employee Information - Basic Compensation window. 32. Click **Con't** (Continue). A yellow warning will appear. 33. Click **Con't** to clear the warning. The National and Fiscal Data – USA window appears. 34. Complete the following fields: - First Name Initial - Middle Name Initial

To	Do This
	• Tax Area (Residence) - required to create tax history records. If this field is blank, the employee will not receive a W-2 at the end of the year. • Residency Status - enter "R" to ensure that any additional State Income Tax withholding will calculate correctly. • Tax Area (Work) - required to create tax history records. If this field is blank, the employee will not receive a W-2 at the end of the year. • Marital Status (Federal) • Marital Status (State) – will default if same as Federal • Tax Method - to exempt an employee from Social Security/FICA only, enter **4**. To exempt an employee from both Medicare and FICA, enter **5**. • I9 Status • Disability • Veteran • Disabled Veteran 35. Click **Finish**. The Change Reason window appears. 36. Verify the following fields: • Effective On – hire date • Change Reason – 001 – New Hire defaults. 37. Click **OK**. The Employee Tax Overrides window appears. 38. Complete the following fields in the grid: • Fe Ex – Tax withholding exemptions claimed on the employee's W-4. If the employee is claiming exempt status on the W-4, enter 99. This will exclude them from having Federal taxes calculated. If the employee is also claiming exempt on State Income Tax, enter 99 in the Fe Ex field, 28 in the Tax Area field, and F in the Tax Type field. • Additional Withholding – Withholding an additional amount to be withheld over and above the calculated withholding. • Tax Area – 28 • Tax Type – F • Fe Ex – State Withholding Allowances A value must be entered in this field even if it is the same as the Federal Income Tax Withholding. • Additional Withholding – if applicable • FT – Flat tax code • N/A – 0 39. Click **OK** to return to the Employee Information – Work with Employee Information window. 40. Type the new employee's address book number in the Employee No field and click **Find** to locate the Employee just entered. 41. Choose the employee on the QBE line by placing a check mark in the row. 42. Click **Row, Form, User Defined Dates 11-20.** The Employee Information - User Defined Dates 11-20 window appears.

To	Do This
	43. In the Enrollment Effective Date field, enter the date of the first day of the payroll that you want deductions to start for the eligibility of the employee.
	44. Click **OK**. The Change Reason window appears.
	45. Enter the Effective Date and Change Reason. Click **OK**. The Employee Information - Work with Employee Information window appears.
	46. Click **Close**.