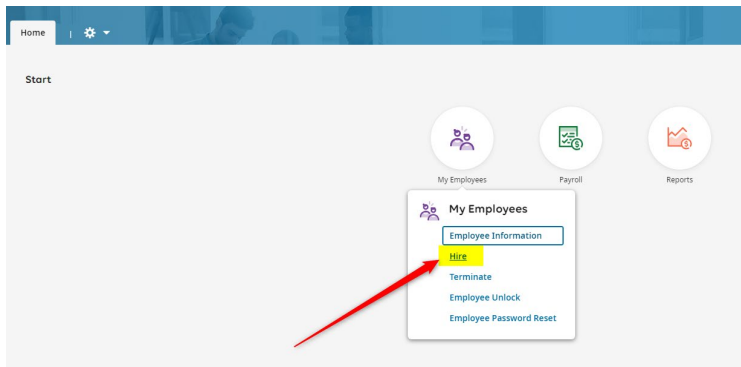


How To: Hire an Employee

- 1- To hire an employee, hover over the “My Employees” widget on your home screen and select “Hire”:



- 2- Complete all fields and click “Continue” to go through all tabs.

My Team > Employee Information

[← New Employee](#) [Continue](#)

○ Personal Information

○ Basic Information

○ Base Compensation

○ Tax Information

○ Other Settings

○ Defaults

Personal Information

Personal Settings

Employee ID

Username

New Password

☒ User Must Change Password at Next Logon ☐ Locked

Name

First Name *

Middle

Last Name *

Suffix

Nickname

Salutation

[Continue](#)

- a. Please note that any fields with a red asterisk is a required field.

3- Base compensation tab: you will click the “+ Add” button on the right.

My Team > Employee Information

← New Employee

Employee

MG Monica Geller

Continue

✓ Personal Information

✓ Basic Information

○ Base Compensation

○ Tax Information

○ Other Settings

○ Defaults

Base Compensation

Base Compensation *

Annual \$0.00 / 2080.00hrs Pay Period \$0.00 / 40.00hrs Hourly \$0.00

Annual ▼

+ Add

Effective From	Annual \$	Amount \$	Hours	PP	Amount Earning Autopay	Autopay Type	Actions
12/31/1900	\$0.00	\$0.00 / Hour	2080.00hrs / Year	52		AMOUNT_HOURS	...

Basic Information

Country * United States Street *

Zip * City * State *

Recommend

☐ Separate Mailing Address

National ID

Primary National ID *

Social Security Number 999-99-9999

Primary Email Secondary Email Personal Email

Gender *

a. You will enter the details of the base compensation here.

Add New Base Compensation

Effective From *
09/14/2023

Amount *
0.0000
\$

Per
Hour

Hours
2080.00

Per
Year

PP in Year *
52

Amount Earning Autopay

Autopay Type
Both

Cancel
Save



4 – Tax Information Tab:

My Team > Employee Information

← New Employee

Employee

MGS Monica Geller

Continue

- ✓ Personal Information
- ✓ Basic Information
- ✓ Base Compensation
- Tax Information**
- Other Settings
- Defaults

Tax Information

Federal State Local General

Current

+ Add

Form W4 2020 And Later	EE Withhold	Two Jobs	Claim Dependent	Deduction	Other Income	Filing Status	Number Of Allowances	Additional Withholding	Override Amount
Yes	Yes	No				Single Or Married Filing Separately		\$0.00	\$0.00

Continue

a. You will enter the details of the Federal withholding here.

Add Federal Withholding ×

Date From *
12/31/1900

Form W4 2020 And Later *
Yes

EE Withhold *
Yes

Filing Status *
Single Or Married Filing Separately

Two Jobs
No

Claim Dependent
\$

Other Income
\$

Deduction
\$

Number of Allowances
0

☐ Lock in Letter Received

Type
\$

Additional Withholding
0.00

Rounding *
Default

Type
\$

Override Amount
0.00

Cancel

Add

- b. Once added, you will be able to click on the other tabs (State, Local etc.) to complete.
- a. Local taxes will be added automatically based on the address entered. This will happen after the first payroll has been run.



My Team > Employee Information

← New Employee

Employee

MG Monica Geller

A screenshot of the PAYPRO 'New Employee' form. On the left is a sidebar with a list of sections: Personal Information, Basic Information, Base Compensation, Tax Information, Other Settings, and Defaults. The 'Defaults' section is selected and highlighted with a blue border. The main content area is titled 'Defaults' and contains a 'Demographic Profile' section with a 'Choose...' dropdown menu. At the top right of the form is a blue 'Add Employee' button. A red arrow points from the bottom right towards this button. At the bottom right of the form, there is another blue 'Add Employee' button.

- 6 – After an employee has been added to WorkForceOne, you will need to enter any other relevant data that was not collected during the new hire process.

****Please note that it may take a few minutes for the system to process the new hire, so you may not be able to search for the new hire by name right away. ****