Employee Quick Entry screen

Originally designed as a custom screen for a client, the Employee Quick Entry screen enables the user to do basic employee setup, for employees with nothing unique to set up, and with up to three different pay rates. Once entered and saved, the fields on this screen cannot be changed. To edit the information, the user must go into the Employee - Employee screen and select the applicable tabs / fields.

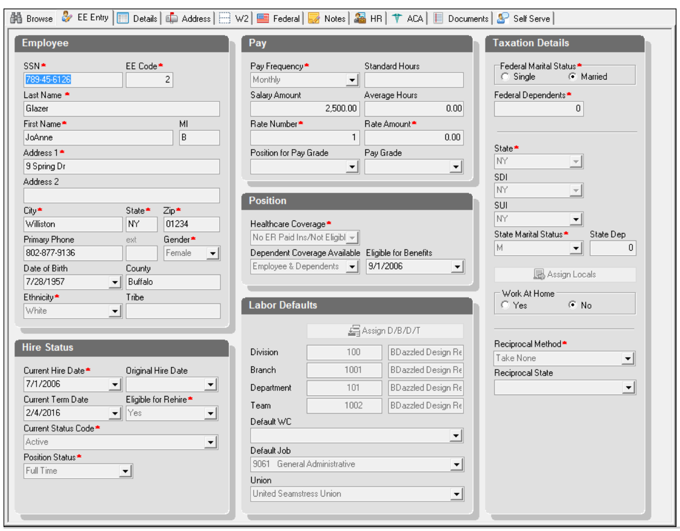
Note: D/B/D/Ts are required on this screen and are attached to the Pay Rates. If company is set up with a D/B/D/T level of Company, this screen cannot be used.

To use the screen,

1. Go to the Employee - Employee Quick Entry screen.
2. Select and open the company from the list on the left-hand side of the screen.
3. Click the **EE Quick Entry tab**.
4. Click the **plus**

   sign in the toolbar to create a new record.



Field / Button	Description
Employee section	
SSN	required before any other information is entered, this is the employee's Social Security Number. If the employee is a 1099 contractor and has an Employer Identification Number, enter that instead of the Social Security Number.
EE Code	Employee Number, must be alpha or numeric, up to 9 characters, and unique to the employee.

Last Name	required information
First Name	required information
MI	required information
Employee Address	Address 1 Address 2 City State Zip Code County Phone
Date of Birth	May be required information for some benefits administration, if applicable.
Gender	optional
Ethnicity	This is required. If American Indian is chosen, enter the Tribe name in the adjacent field.
Hire Status section	
Current Hire Date	date the employee was hired - most recently, if the employee is a rehire
Original Hire Date	enter this date even if it is the same as the current hire date for time-off-accrual purposes.
Current Termination Date	enter if applicable
Eligible for Rehire	Yes - employee meets rehire standards, or No.
Current Status Code	enter the status of the employee's employment
Position Status	select the Status Code for the position the employee was hired to fill
Pay section	
Pay Frequency	frequency for which the employee is paid

Salary Amount	salary per pay frequency
Rate Number	will always be 1
Standard Hours	guaranteed hours of pay. Shows as regular hours in the grid. Used for tracking purposes.
Average Hours	only needed for salaried, non-exempt employees who might earn overtime. The system automatically calculates the Rate Amount based on Average Hours entered.
Rate Amount	when entering a pay rate, the field will accept up to 12 digits and 4 decimals. **Note:** Enter pay rate information for one rate. To enter more pay rates or pay rate information, go to the Employee - Pay Rate Info - Details tab.
Position for Pay Grade	position held by the employee. **Note:** Right-click in the **Position for Pay Grade** field and copy the position and pay grade to other employees in the same company.
Pay Grade	pay grade based on the position entered. Evolution verifies that the rate associated with the employee is within the Pay Grade selected.
Position section	
Healthcare Coverage*	this field refers to the VT Catamount Healthcare Assessment. When changing the Healthcare Coverage field, select the first day of the quarter to which the change applies. On the *VT C-101(S1525)* and *(S1532)*, both tax returns look to the Healthcare Coverage level set as of the first day of the quarter when calculating the assessment.
Dependent Coverage Available	• Employee - benefits are available to the employee • Employee & Dependents - benefits are available to the employee and dependents • No - select if benefits are available and the employee refused coverage
Eligible for Benefits	If Employee & Dependents is selected in the **Dependent Coverage Available** field, this field must have the date the employee qualifies for dependent coverage. Otherwise, no date needs to be entered.

Labor Defaults section	
Assign D/B/ D/T button	click to select the home D/B/D/T for this employee. • Division - code and name of the division to which the employee is assigned. • Branch - code and name of the branch to which the employee is assigned. • Department - code and name of the department to which the employee is assigned. • Team - code and name of the team to which the employee is assigned.
Default WC	Workers' Comp state code for the employees' position - select the applicable code from the dropdown list.
Default Job	populated based on Default WC selected
Union	select affiliation with union if applicable.
Taxation Details section	
Federal Marital Status	Required. Marital status for federal tax purposes
Federal Dependents	number of federal dependents claimed
State	State information entered at the company level
SDI	State information entered at the company level
SUI	State information entered at the company level
State Marital Status	Defaults from the **Home State** field on the Employee - States - Details tab.
State Dependents	number of state dependents claimed
Assign Locals button	click to open the Assign Locals screen - verification that all local tax information is set up correctly for the employee.
Work at Home	select Yes if the employee works from home

Reciprocal Method	method to be used if dealing with and in agreement with a reciprocal state
Reciprocal State	state in which there is a reciprocal agreement for this employee

5. Click the **check**

   mark and the **commit**

   button in the toolbar to post and commit changes.