

MSS: Adding a New Employee

Job Aid

To add a new employee to your database, locate and click your Add New Employee menu item in Managers Self Service (MSS). The menu item may be labeled differently in your system.

1st Shift Manager | **Dashboard**

Find: | Period: | My Workgroups

Monday (May 30) | **Tuesday** (May 31) | **Wednesday** (June 1)

Category	Monday	Tuesday	Wednesday
Actual	110:00	77:45	84:30
Scheduled	144:00	144:00	144:00
Diff	-34:00	-66:15	-59:30
Schedules	18	18	18
Shifts Worked	14	11	11
Non-Critical Exceptions	3	3	3
Critical Exceptions	1	2	

Add New Employee menu item (indicated by a blue arrow pointing to the menu item in the sidebar)

A partially filled form for the new employee will be displayed in the Add new Employee page. Some fields are prefilled based on your system configuration. Enter employee information in empty fields and adjust prefilled fields as needed.

1st Shift Manager | **Add New Employee**

Find: |

Basic

First Name:

Last Name:

Middle Initial:

Employee ID:

Badge Number:

Date of Hire:

Pay Class:

Clock Group:

Schedule Patterns:

Assignments

Home Location:

Home Department:

Home Cost Center:

Hourly Status Type:

Enter new employee properties.
Any inconsistencies will appear here.

You will be alerted about any entries that are inconsistent with your system settings.

Alert message

Add New Employee

Add This Employee

Basic

First Name:	Mary
Last Name:	Smith
Middle Initial:	G
Employee ID:	101
Badge Number:	138

Employee ID "101" cannot be used to add this employee; it is currently being used by another.

Basic Information

In the Basic Information fields, enter the employee first and last name and middle initial.

Enter employee name

Enter employee ID number

Basic

First Name:	Mary
Last Name:	Smith
Middle Initial:	G.
Employee ID:	122
Badge Number:	138
Date of Hire:	06/03/2022
Pay Class:	8hr Day/30m Lunch
Clock Group:	All Clocks
Schedule Patterns:	8am - 5pm (M-F)

Enter an Employee ID number that you have not already used for another employee. The employee ID number is used by your system to identify that employee and must be unique for each employee. The employee ID number you add must match that employee's ID number in payroll.

To view a list of the employee ID numbers currently in use in your system, click the Personal Information menu item (your menu item for this information may be labeled differently) to display a list of employees and their personal information, including the ID number.

The screenshot shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like 'Daily Operations', 'Scheduling', 'Interactive Summaries', and 'Personal Information'. The 'Personal Information' item is selected and expanded, showing a list of employees. The list has columns for 'ID', 'Last Name', and 'First Name'. An arrow points to the 'ID' column header with the text 'Employee ID numbers'.

ID	Last Name	First Name
101	Adams	Kathy
121	Avidan	Daniel
102	Bland	Adele
103	Campbell	John
104	Cavanaugh	James
105	Clark	Joseph
106	Collins	Rebecca
107	Foxworth	John
108	Generic	Anna
109	Green	Arnold
110	Hall	Diane
111	Harrell	Nathan
112	James	Mike
113	Lion	Joseph
114	Moore	James
115	O'Brien	Paul
116	Plain	Steven
118	Romano	Susan
117	Smith	John
119	Stone	Joshua
120	Trice	Obadiah

The badge number is automatically assigned by the system. You can change the badge number if needed. The employee's date of hire is automatically added with the current date. You can change this date to another date if needed.

The screenshot shows a form with the following fields and values:

- Badge Number: 138
- Date of Hire: 06/03/2022
- Pay Class: 8hr Day/30m Lunch
- Clock Group: All Clocks
- Schedule Patterns: 8am - 5pm (M-F)

When selecting a pay class for the employee, be sure to select the correct pay class. Changing a pay class in systems with multiple pay periods is a difficult process.

Select a clock group to indicate which clock(s) the employee can use to punch. If not using clocks, you can leave the default setting of All Clocks. If the employee is going to work one of the schedule patterns established in your system, select the pattern from the Schedule Patterns drop-down list.

Workgroup Information (Assignments)

Select from the workgroup level drop-down lists in the Assignments area to create the appropriate workgroup for the employee.

^ Assignments	
Home Location:	L1
Home Department:	002031
Home Cost Center:	S1
Hourly Status Type:	Full Time

Personal Information

Enter the employee's email address and phone number in the Personal area. These fields are optional.

^ Personal	
Primary Email:	mary.smith@gmail.com
Self Service PIN:	1569180
Phone 1:	555-222-3333

The Self Service PIN is assigned by the system. The PIN is used by the employee to access Employee Self Service.

Address Information

Enter the employee's home address in the Address area. These fields are optional.

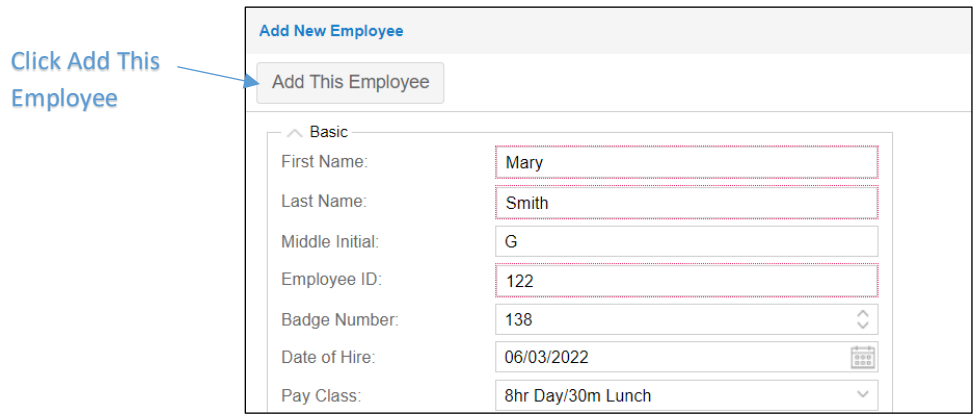
^ Address	
Address Line 1:	12 Main St.
Address Line 2:	Apt. C3
Address Line 3:	
Address City:	Walmart
Address State:	MN
Address ZIP:	12345

Status and Condition Information

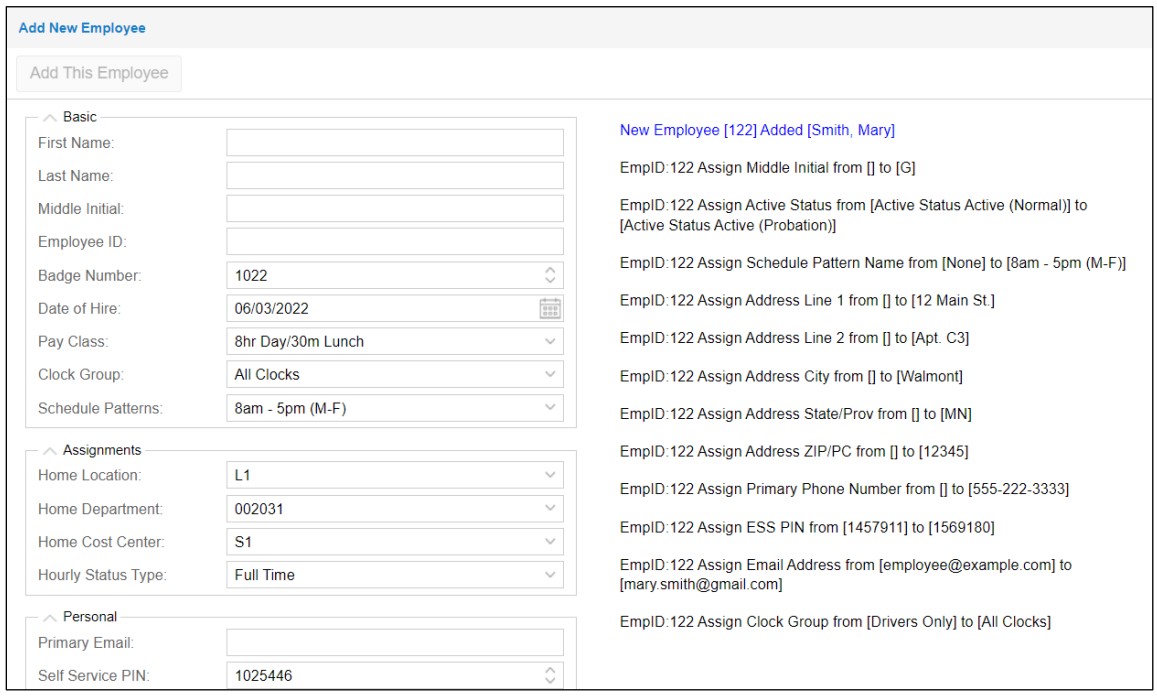
Select the employee's status, such as active or terminated. Select the active condition, such as probation for a new employee or regular for established employee. A condition could also be for special circumstances, such as training.

^ Other	
Active Status:	Active
Active Condition:	Probation
Inactive Condition:	Disciplinary Action

After you have finished filling out all of the relevant fields in the form, click the Add This Employee button.



A confirmation of the employee added to the system will appear in the right panel of the New Employee page.



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