



## **QuickStart Guide**

### **Adding an Employee**

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## Adding an Employee

ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to set up a new employee in payroll.

### 1. Create a new employee record.

- a. Take option **40=Employees** from the Payroll & Personnel Management menu.
- b. Use function **F6=Add** to assign a new employee number.
- c. Type in the new number, hit [FIELD EXIT] and [ENTER] to display the employee master record.

### 2. Complete the personal information.

- Use the table below for information on how to complete the fields on the Payroll Master.

Screen Item	What It Means
Employee #	This is an alphanumeric field that is their payroll number.
Security Group	Payroll security on the System Environment menu allows users to see employees of 5 different classes of employees. For example, you could give the dealer a Security Group of 1, and give all other employees a lower security group and then only authorize the dealer to see Employee class 1 in User Security. This would prevent any other users from looking at the employee master record for the dealer.
Activity Code	A = Active, T = Terminated.
Marital Status	S = Single, M = Married, H = Head of Household, B = Both Married and Head of Household
Payroll Class	H = Hourly, S = Salary, C = Commission
Pay Period	Enter how pay periods the employee has in a year. D = Daily, W = Weekly, B = Bi-Weekly, S = Semi-Monthly, M = Monthly, Q = Quarterly, L = Semi-Annually, A = Annually
Benefits Code	Employees may be subdivided into Benefits groups that may be unique only to their employment agreement. This will allow different benefits tables for these employees.
Fed Exemptions	Enter the number of federal exemptions claimed by the employee on their W-4.

<b>Screen Item</b>	<b>What It Means</b>
Department Code	Employees may be divided into departments or groups. This will allow selection of employees for reports.
Fed Tax Add On	Always adds this dollar amount to the computed federal withholding tax.
Distribution Code	Governs the expense distribution for regular and non-regular pay.
Base Pay Rate	Enter the hourly or salary amount depending on their payroll class.
EIC Code	Same codes as Marital Status but applies to the Earned Income Credit tax table.
Eligible Retire	N = The employee is not eligible for retirement; Y = Employee is eligible for retirement and does not have to contribute to qualify for employer matching; P = Employee is eligible for retirement but has to contribute to qualify for employer matching.
State Exemptions	Enter the number of state exemptions claimed by the employee.
Retirement %	Enter the percent of gross pay to contribute toward the retirement plan or the dollar amount to contribute in the next field over.
State Exempt Amount	Some states allow a fixed amount to be exempt from state taxes.
State Tax Add On	Always adds this dollar amount to the computed state withholding tax.
Workman's Comp	Enter the level 1 through 9 that corresponds with the percent entered in the Workman's Comp table in the Application Environment setup.
A/R Customer #	This is the control number deductions for A/R will be credited to. Try to make this the same as the employee number.
Withholding Unit	Enter the withholding unit code for state and local taxes as set up in the Taxing Units and Addresses area of Payroll Application Environment.
Unemployment Unit	Enter the unit code for state and local unemployment taxes as set up in the Taxing Units and Addresses area of Payroll Application Environment.

b. Complete the screen and press [ENTER] perform an edit check.

- If all of the required fields are filled in and other fields are filled in correctly the system will display the second screen of the Employee Master.
- Fields input incorrectly will be highlighted until they are corrected.

### **3. Add fixed other pay codes.**

- Fixed other pay codes are automatically included on every check.
- a. Use function **F2=Cursor** to position to the Fixed Other Pay code column.
- b. Key in the code or press F4 for a list.
- c. Key in the amount of the other pay.
- d. Indicate which period to add the pay to the check.

### **4. Add fixed deduction codes.**

- a. Use function **F2=Cursor** to position to the Fixed Deductions code column.
- b. Key in the code or press F4 for a list.
- c. Key in the amount of the deduction.
- d. Indicate whether it is a variable deduction.
- e. Indicate whether it is a percent of gross pay.
- f. Indicate which period(s) to take the deduction.
- g. Press [ENTER] to save the employee.