

## SMART PAYROLL - NEW HIRE CHECKLIST

Revised 10/8/18

NEW HIRE PROCESS – SCREEN CHECKLIST			
Dept	Screen Title/Description	Processing Notes	✓
	New Hire Action, Add Employee	Type in name and SS#. System automatically issues next EE# unless that individual previously was in system. In that case, system will go directly to employee's demographic screen.	
	Employee Life Cycle	Employment Event (hire) and Event Reason	
	Demographics - Payroll Tab	Address, Email, Check Location, Union, Pay Code, Worker's Comp Code	
	Demographics – HR Tab	Gender, Birthdate, Ethnicity, Citizenship, State Pic #	
	Demographics – REP Tab	Personnel Type, Employment Status, Highest Education Level, others as needed	
	Demographics - Retirement Tab	Retirement Plan (determined via ORS website), Retirement Class. Use Wayne RESA ORS Payroll Chart for retirement plans and costs	
	Wage	Create new wage screen for new hire. Change type, full time/part time, employee contract or hourly amount, job title, step/schedule, work days, FTE.	
	GL Allocation/Pay Distribution Employee Account Number	Employee GL Payroll Distribution Account Number and Percent of Distribution. Create New Item; will automatically put stop date in previous Acct #.	
	Tax Employee Tax Information	Employee W-4 Information for federal and state taxes and local if applicable.	
	Pay Item Employee Earnings and Deductions	Employee Earnings, Deductions	
	Pay Item 9990 Direct Deposit Set Up	Direct Deposit Screen	
	Attendance Banks Smart Attendance Module	Employee Attendance Tracking Screen	
	Credentials REP Certificates, Licenses, Permits	REP: Certificate Information. If n/a you don't need to fill out this screen.	
	Assignment REP Assignment Screen	REP: Assignment Information	
	Education	Optional – District policy	
	Seniority	Must add seniority date	
	Contact Employee Phone Number	Employee Phone Number and Emergency Contacts	