
CREATING A NEW EMPLOYEE

SUMMARY

The purpose of this document is to provide a quick check list of items when creating a new employee

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New Employee Wizard

Remember when you use any wizard in Constructor, everything in bold must be filled in to proceed.

Open the Employee summary and click the 'New Employee Wizard' button to start the wizard.

- ID & Creditor Type
 - Change the ID if you want to. Entity Type & Employee Type cannot be altered.
 - Enter Activity – use the lookup to select. There should be a selection called 'Employee' or 'Staff' to choose from, otherwise select something that is appropriate.
 - Enter the employee's Names
 - Fill out the employee's Postal Address
 - Enter phone details as required
 - Award
 - Enter award if needed required. If your employee is **not in an award** you may fill out the employees award manually and leave this field blank.
 - Enter classification – This is the employee's job description which will be displayed on the payslip. This can also be left blank if desired.
 - **If you added an award skip Hours per day, Hours per week and Entitlements – These are covered by the award**
 - Hours per day and hours per week (These figures are used to calculate entitlements and are required to be entered if not using an award)
 - Pay Leave Loading – tick, if appropriate and enter the leave loading percentage
 - Enter next pay period – date range
 - Enter the entitlement hours for this employee (if not using an award) – enter how many hours they are entitled to per year, and what their opening balances are, if any for the following;
 - Annual Leave
 - Long Service leave
 - Personal Leave
 - Rostered Days off.
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***Note: If your employee does not receive one or any of the entitlements, leave the annual hours at zero (0) and nothing will be calculated for that entitlement.*

- Superannuation % - currently 9% SGC levy.
- Income Tax
 - Use the lookup to select a tax scale
 - Enter the employee's tax file number
 - Enter any additional information in the remaining fields if required.
- Personal Details
 - Enter date of birth
 - Enter employment start date
 - Enter Work Care No if required
 - Enter LSL No. if required
- Payslips Options.
 - Select either option
- Project Costing
 - Select – “No Allocation” if your employee's time will not be allocated to specific project's
 - Select - “Allocate costs at a Predefined rate” if your employee's time will be allocated to specific projects at a specific rate. Once selected, add the selected “charge-out” rate into the Rate per hour field.
 - Select – “Allocate Direct Cost” – if your employee's time will be allocated to specific projects at the same cost as he/she are paid.
- Status Selection
 - Statuses are used to filter the employee summary for specific purposes and are rarely used. If you don't think you will be performing this type of function, you can leave this blank
- Click finish and your employee has been created

WHAT'S NEXT??

Payroll components

Once you have created your employee, you will not be able to create an invoice for them until you create an hourly rate in each component you wish to use for their invoice.

To add an hourly rate into an individual component;

- Open the Payroll Component summary (Accounting>Payroll>components)
 - Double-click to open a component you wish to use for your employee's invoice
 - Click onto the 'Rates' tab.
 - Select 'New Price Record'
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- Use the 'Supplier' lookup to filter for your employee and select them
- Add in the hourly rate in the 'Price Value' field
- Save and close

Do this for all components you wish to use for this employee including Superannuation.

If your employee requires many price records that another employee currently already has, you can also 'copy' selected price records from one employee to another. To do this;

- Navigate to the Employee summary (Accounting>Payroll>Employees)
- Highlight your selected employee that has appropriate price record and select the 'Rates' tab at the bottom of the screen
- Then click the 'Rates' button in the bottom left corner
- Highlight any components that you wish to copy to your new employee and click the 'Copy Prices' button
- Select your new employee from the dropdown and set the price zone (the zone is not really required and has no effect on a payroll invoice)
- Click Ok and your new employee will now inherit all of those rates
- Open your new employees rates screen and adjust their actual hourly rates to suit

You can also create new payroll components for your new employee from the payroll component summary.

Payroll Invoice

Once you have created an employee and added their rates to the required components, you can now start creating payroll invoices.
