

# ENTERING A NEW HIRE INTO ONBOARDING IN PRISMHR

Login to the website <https://epw.prismhr.com/epw.hcc>. From the Dashboard/Home screen, click on MY EMPLOYEES, then under HR|Action click on New Hire

MY COMPANY	MY EMPLOYEES
	<b>HR   Change</b>
	Employee Dependents
	Employee Details
	Employee Flexible Spending Accounts
	Employee PTO Register
	Event Categories
	FMLA Events
	Job Candidates
	OSHA Cases
	<b>HR   View</b>
	Employee Benefit Overview
	Employee Benefits Register Inquiry
	Employee Flexible Spending Accounts Inquiry
	Employee PTO Registers
	Employee Retirement Plan Register
	Employee Tax Deferral Register
	Organization Chart
	Pay History
	Position History
	Status Type History
	<b>HR   Action</b>
	Employee Termination
	Leave of Absence
	<b>New Hire</b>
	Onboarding (ON)

Enter the employee information in the red boxes (only red boxes are required to be completed)

<b>New Hire</b>	
Employer ID	DEMO EMPLOYER ▼
Social Security Number	111-22-3333
Hire Type	Employee(W2) ▼
<b>Personal Information</b>	
First Name	JANICE
Last Name	DEMO
Middle Name	
Nickname	
Birth Date	
Gender	-- Select -- ▼
Ethnic Code	--Select-- ▼
Marital Status	-- Select -- ▼
Tobacco User	<input type="checkbox"/>
Handicapped	<input type="checkbox"/>
Veteran	<input type="checkbox"/>
Vietnam Veteran	<input type="checkbox"/>
Disabled Veteran	<input type="checkbox"/>
Recently Separated Veteran	<input type="checkbox"/>
Service Medal Veteran	<input type="checkbox"/>
Other Protected Veteran	<input type="checkbox"/>

The only required field for address is the employee's personal (primary) email address. This will be the address where the employee will receive the welcome and reminder emails from the onboarding system. This is also the email address that will be entered during registration. The work email address can be entered here, however the employee should have access to their work email in order to receive the welcome email.

\* Note that the work email can be added to the employee's record by a manager or the employee after onboarding is completed.

<b>Resident Address</b>	
Address Line One	
Address Line Two	
ZIP Code	
GeoCode	-No Items- ▼
City	
State	
County	
Home Phone	
Mobile Phone	
Personal Email Address	payroll@hcchr.com
Work Email Address	

## Employment Details

Employment Details		
Company Start Date	<input type="text" value="06/05/2017"/>	
Employer Start Date	<input type="text" value="06/05/2017"/>	
<u>Position</u>	<input type="text" value="MGR"/>	MANAGER
<u>Employment Status</u>	<input type="text" value="A"/>	ACTIVE
<u>Employment Type</u>	<input type="text" value="F"/>	FULL TIME
<u>Benefit Group</u>	<input type="text" value="1"/>	PRIMARY
<u>Work Location</u>	<input type="text" value="1"/>	MAIN
<u>Division</u>	<input type="text" value="PAYROLL"/>	PAYROLL
<u>Department</u>	<input type="text" value="200"/>	HUMAN RESOURCES
<u>Shift</u>	<input type="text"/>	
<u>Project</u>	<input type="text"/>	
<u>Work Group</u>	<input type="text"/>	
<u>Union Code</u>	<input type="text"/>	
<u>Reports To</u>	<input type="text"/>	
Employee Number	<input type="text"/>	
Benefits Thru Date	<input type="text"/>	
New Hire Report Date	<input type="text"/>	
Clock Number	<input type="text"/>	

Company Start Date – use the calendar to enter the employee’s first day of work

Position – Click on the underlined Position to select the employee’s job title. If you do not see the position listed, stop the new hire entry and email your payroll representative to add the position.

Employment Status – Click on the underlined Employment Status and selection Active.

Employment Type – Click on the underlined Employment Type. Several employee type codes are listed, but only the following will likely apply to your new hire:

Full Time – **Benefit-eligible** employees should be entered with this status. Do not select a different full time status unless you have been instructed to.

Part Time – Employees working less than full time hours that are not benefit-eligible.

PRN – Employee works on an as-needed basis.

Seasonal Full/Part Time – Seasonal-based work, not eligible for benefits.

Temp Full/Part Time – Employment is not expected to be long-term, not eligible for benefits.

Benefit Group – Click on the underlined Benefit Group and select the appropriate benefit group for the new hire. Even if the employee is not eligible for benefits, you must make a selection. The system will determine if the new hire should enroll in benefits based on the Employee Type (see previous section).

Work Location – Click on the underlined Work Location to select the appropriate work site for the new hire. If you don’t see the correct location, stop the new hire entry and send an email to your payroll representative with the address to add.

Division (if required) – Click on the underlined Division and select from the list if applicable. If you don’t see the division needed, stop the new hire entry and email your payroll representative.

Department (if required) – Click on the underlined Department and select from the list if applicable. If you don’t see the department needed, stop the new hire entry and email your payroll representative.

## Pay Details

### Pay Details

<u>Pay Group</u>	BIWEEKLY	BIWEEKLY
Pay Method	Salary ▼	
Pay Rate	50,000.0000	
Pay Rate Basis	-- Select -- ▼	
Standard Hours	80.00	
Auto Time Sheet	<input checked="" type="checkbox"/>	
Default Time Sheet Hours	80.00	
Benefits Calculation Salary		

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Pay Group – Click on the underlined Pay Group and select from the list.

Pay Method – Click the drop down arrow and select the correct pay method.

Pay Rate – Enter the new hire’s pay rate.

Salary – enter annual pay rate

Hourly – enter hourly pay rate

Pay Rate Basis – Select from the drop down menu. If an annual amount is entered choose Yearly. If an hourly rate is entered, choose Hourly.

Standard Hours – Enter the number of hours the employee is expected to work in a pay period.

Full time example:      Paid weekly – 40.00  
                                    Paid biweekly – 80.00  
                                    Paid semimonthly – 86.67  
                                    Paid monthly – 173.33

Auto Time Sheet – Check this box to have hours automatically added to the timesheet each pay period for salaried employees.

Default Time Sheet Hours – For salaried employees that have an auto time sheet, enter the number of hours to be added each pay period (see Standard Hours for amounts).

Click [Save](#) and the employee will receive a welcome email with registration instructions.