



EmployeeConnect

Work. Flow. Smarter.

Pushing new employees to WageEasy

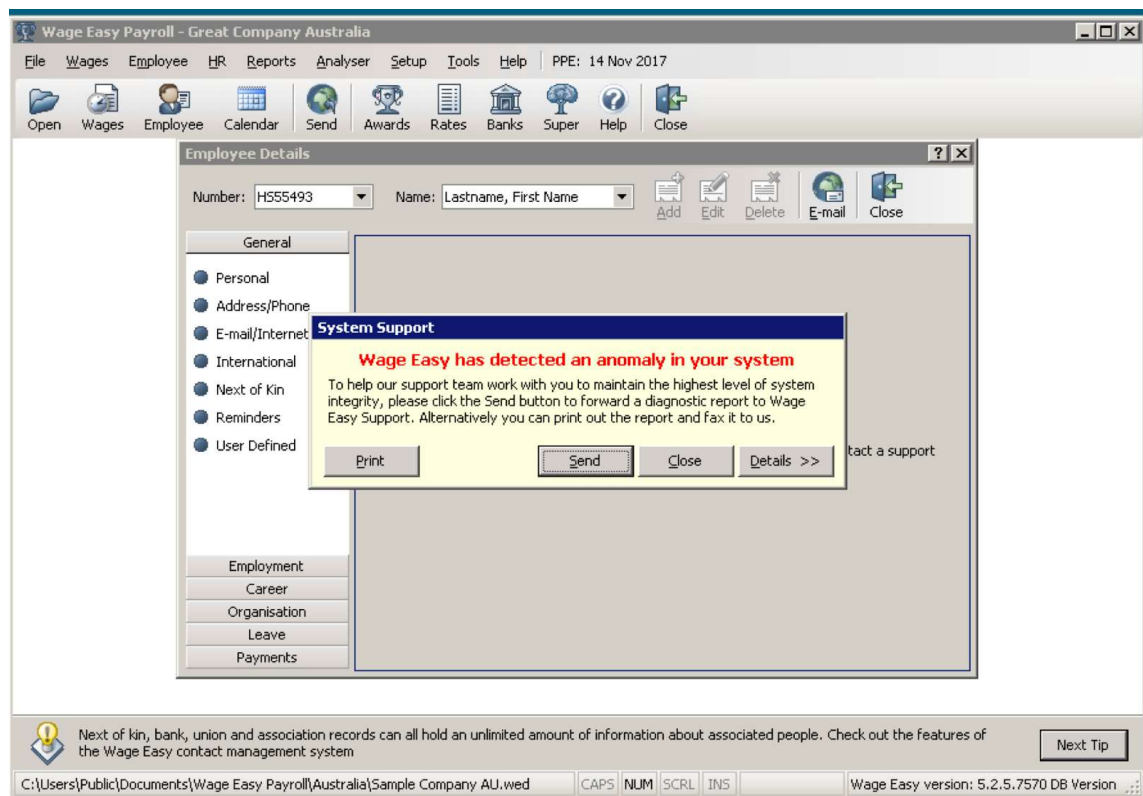
Introduction:

Please follow the below instructions when pushing new employees from EmployeeConnect to WageEasy for the first time.

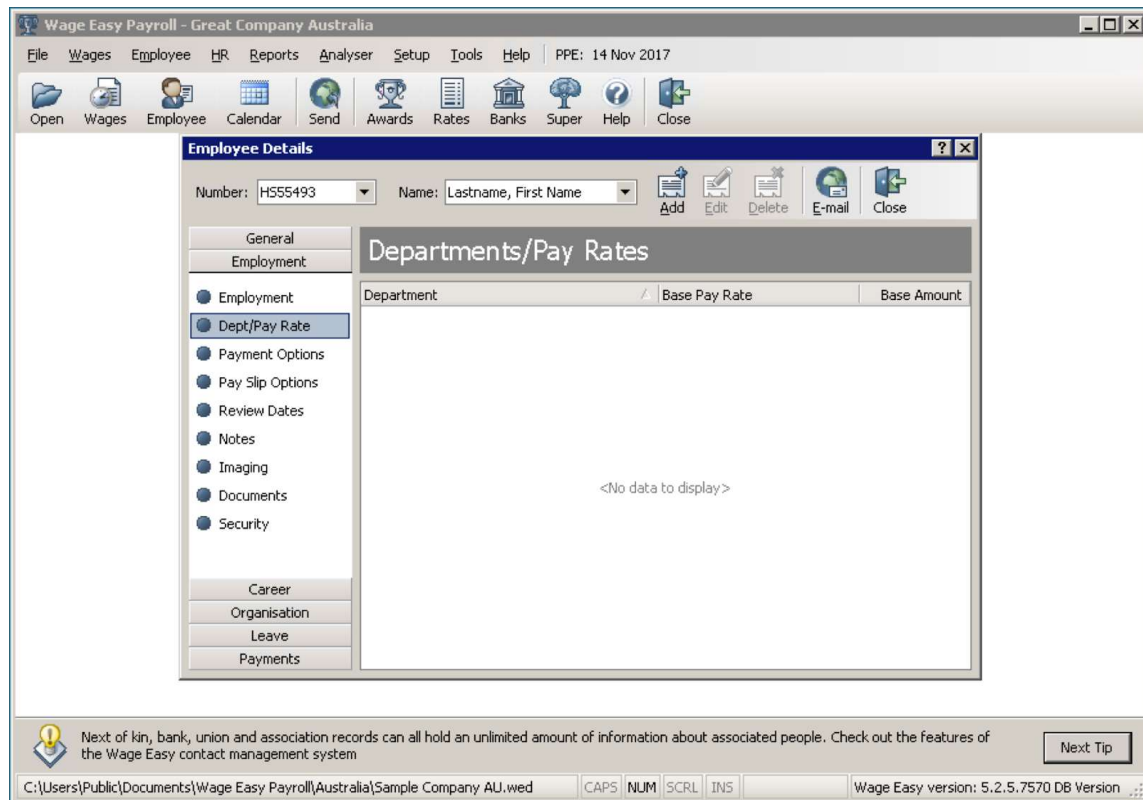
While EmployeeConnect does push new employee data to WageEasy, some manual steps will need to be performed in WageEasy as a once off, for each new employee.

Please note that the below steps cannot be performed in bulk, and will need to be actioned for each new employee that has been pushed from EmployeeConnect to WageEasy.

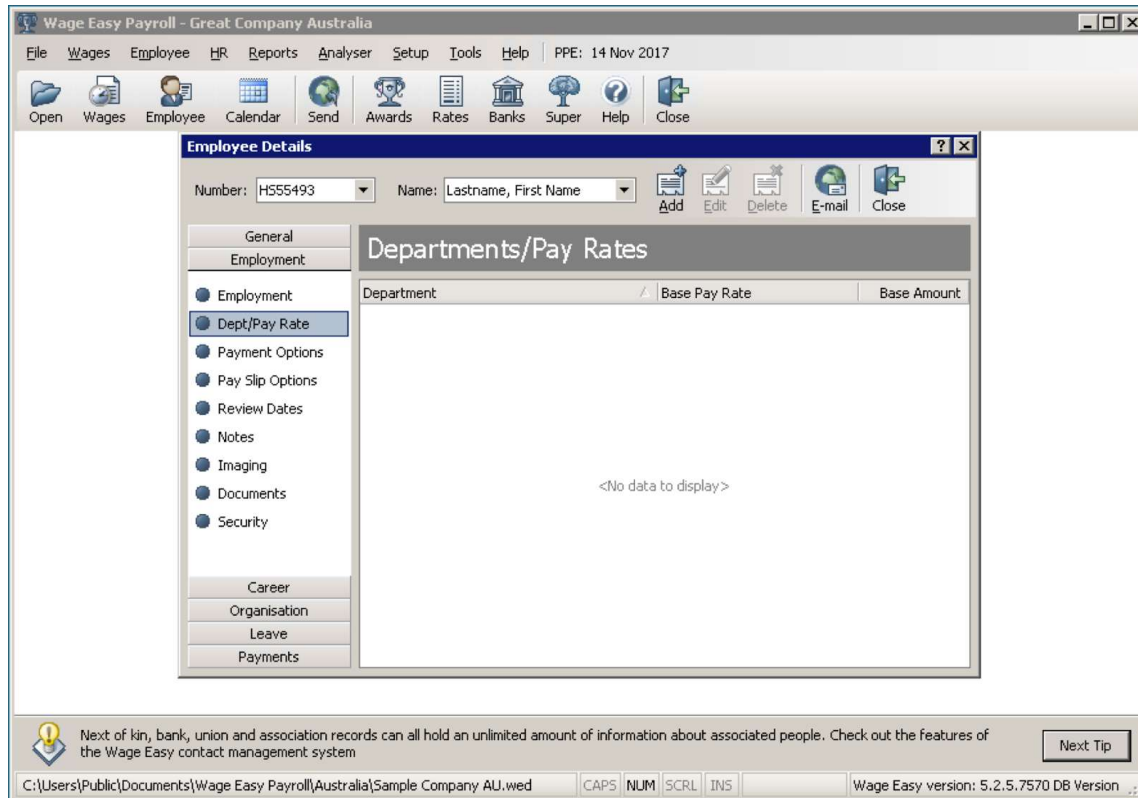
- Select the new employee that has been pushed from EmployeeConnect to WageEasy
 - Select the “Close” button to dismiss the “System Support” warning that will be triggered



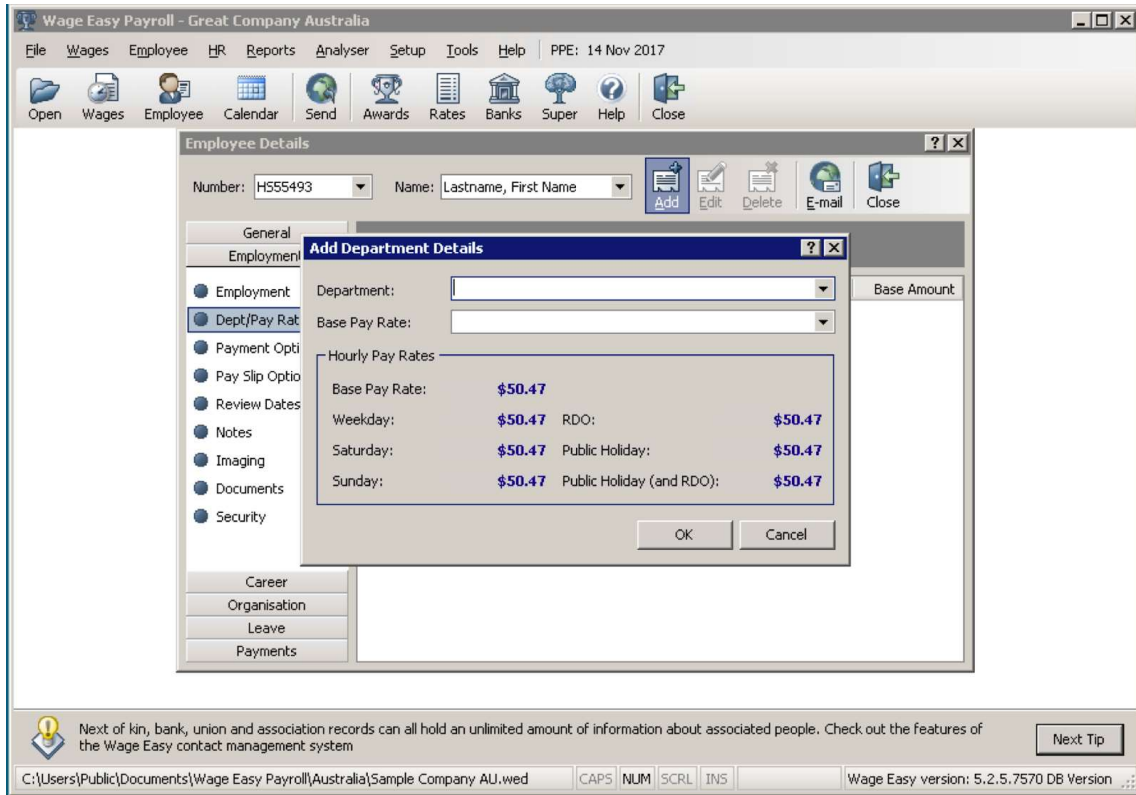
- After closing the “System Support” warning, select the ‘Employment’ tab, and then the ‘Dept/Pay Rate’ subtab, on the employee’s file



- Assign a 'Department' and 'Base Pay Rate', by selecting the 'Add' button, which will remove the "System Support" warning



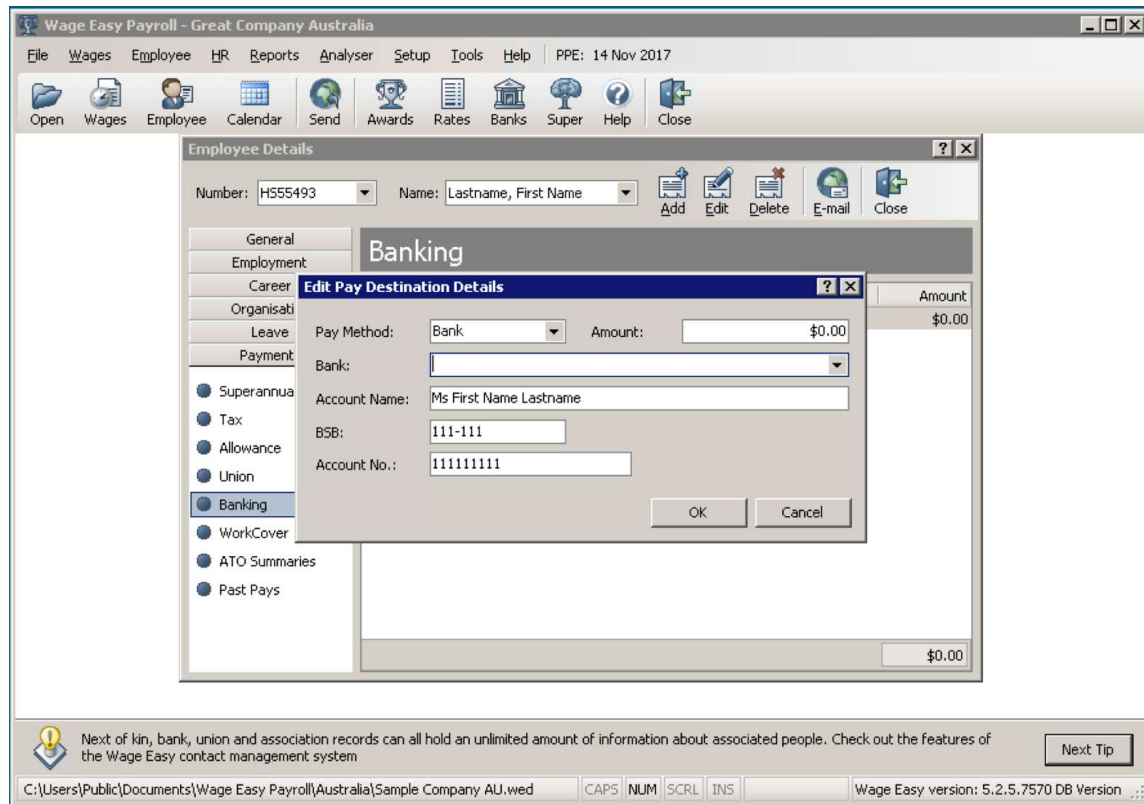
- Assign a 'Department' and 'Base Pay Rate', by selecting the 'Add' button, which will remove the "System Support" warning



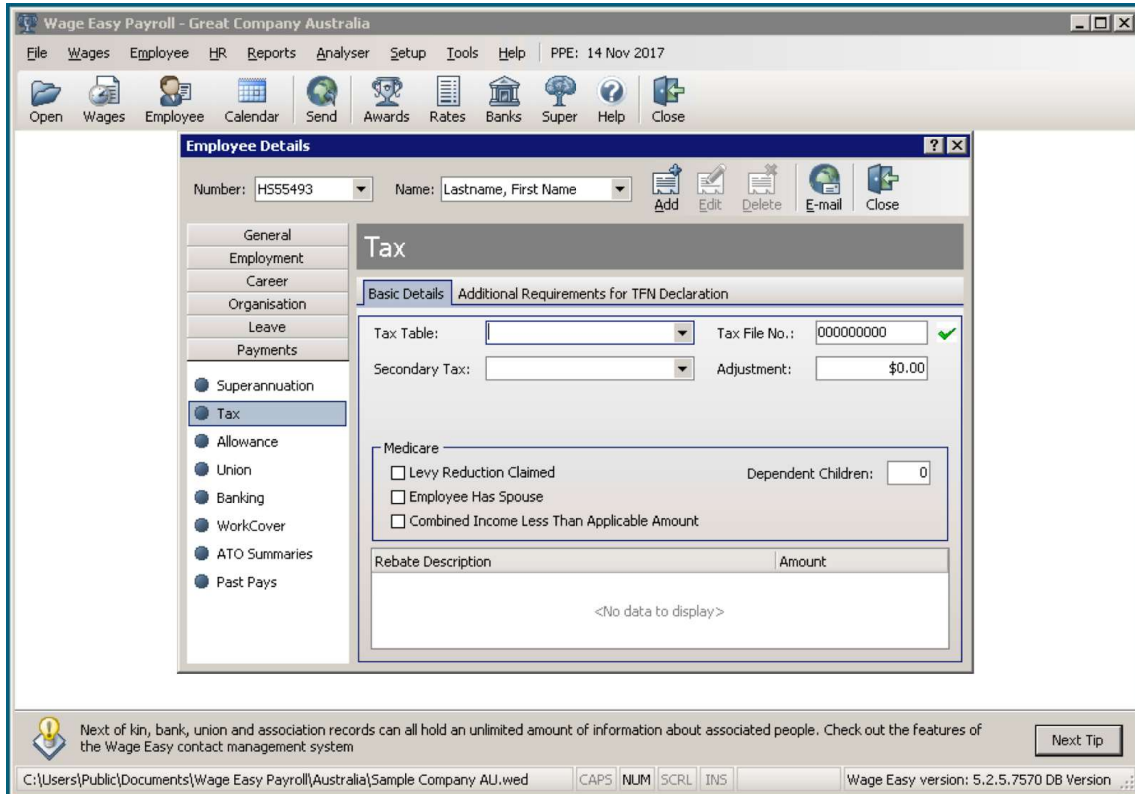
- Still under the 'Employment' tab, select the 'Employment' subtab
 - Ensure 'Award', 'Description' and other relevant data on the 'Employment' subtab are configured
 - Please note that the 'Description' field will need to be hard-coded to a specific value (for each individual WageEasy Database) when EmployeeConnect and WageEasy are initially integrated, however you may wish to re-define the 'Description' for new employees

The screenshot displays the 'Wage Easy Payroll - Great Company Australia' application window. The main menu includes 'File', 'Wages', 'Employee', 'HR', 'Reports', 'Analysers', 'Setup', 'Tools', and 'Help'. The status bar shows 'PPE: 14 Nov 2017'. The 'Employee Details' window is open, showing the 'Employment' subtab. The 'Number' field is set to 'HS55493' and the 'Name' field is 'Lastname, First Name'. The 'Employment' subtab is selected in the left-hand navigation pane. The 'Employment Details' section shows 'Employed: 25/09/2017', 'Service: 0 years 1 months', 'Terminate: [dropdown]', and 'Reason: [dropdown]'. The 'Job Title' field is empty, and the 'Location' field is also empty. The 'Conditions/Pay Period' section shows 'Award: Unknown', 'Award Date: 25/09/2017', and 'Category: Casual'. The 'Pay Period Ending' is '20 Nov 2017' and the 'Description' is 'Weekly'. The 'Normal Day Work Hours' field is empty, and the 'Use Award Settings' checkbox is checked. A 'Next Tip' button is visible at the bottom right. The status bar at the bottom shows the file path 'C:\Users\Public\Documents\Wage Easy Payroll\Australia\Sample Company AU.wed' and the version 'Wage Easy version: 5.2.5.7570 DB Version'.

- After configuring everything on the 'Employment' tab, select the 'Payments' tab and then the 'Banking' subtab
 - Select a 'Bank' from the drop-down, to complete the bank account(s) that have been pushed from EmployeeConnect
 - Please note that this action will need to be performed for however many bank accounts have been pushed from EmployeeConnect, for the select employee



- After configuring everything on the 'Banking' subtab, select the 'Tax' subtab
 - Select a 'Tax Table' from the drop-down, and other relevant data on the 'Tax' subtab are configured, to complete the tax details that have been pushed from EmployeeConnect



- Superannuation details are not pushed from EmployeeConnect to WageEasy via integration, and will need to be manually entered
 - Please note that Superannuation details are captured in EmployeeConnect and provided to Payroll via a workflow process

