

Employee Master Required Data Fields

Employee Screen

Home Company

Pay Frequency

Original Hire Date

Agency Original Hire Date

***Adjusted Service Date**

Date Pay Starts will default to current date

**** Security Business Unit will default to '1'**

Pay Status will default to '0' (Active)

* While the **Adjusted Service Date** does not need to be entered, if the agency tabs through the field, they will get an error and cannot continue to the next screen. I would suggest entering an Adjusted Service Date.

** If you don't enter a **Security Business Unit**, it does default to '1'. A Security Business Unit of '1' means this employee will show up on all agencies' reports and query screens. If all new employees are set up this way, reports and screens will display employees who are not yours. Agencies should enter a valid Security Business Unit.

Address Book Revision Screen

Alpha Name

Tax ID

***Business Unit defaults to '1'**

Mailing Name to Alpha Name (last name, comma, first name)

***Business Unit** will not be '1' if Security Business Unit entered in Employee screen

Supplier Master Screen

No required fields.

You will get a warning message if nothing is entered / bypass warning

Personal Screen

Ethnic Code

Marital Status

Birth Date

Gender

Age

Certification Revisions Screen (E-Verify Screen)

Note: Maiden/Birth Name will not be required at this time.

Document Type

Document Description (This field will auto-populate based on what is entered in the Document Type field)

Document Number

Document Expiration Date (If the document has one)

E-Verify Date

Case Verification Number (Entered by State Personnel)

Organizational Assignment Screen

Home Business Unit

EEO Job Category

Date In Current Position ID (defaults to current date)

Date In Current Job defaults to current date

Employment Status defaults to 'blank'

Full Time Regular

Employee Master Required Data Fields

Basic Compensation Screen

Pay Class
Std Hrs/Day defaults to '8'
Std Hrs/Year defaults to '2080'
Std Days/Year defaults to '260'
Overtime Exempt defaults to 'Y'
FTE defaults to '1.00'

National & Fiscal Data Screen

No required fields.
Marital Status from Personal Screen will default into various tax statuses
I9 Status
Disability
Veteran and Disabled Veteran default to 'N'

Tax Overrides Screen

No required fields.