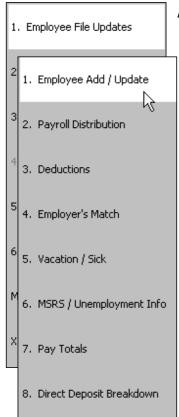# PAYROLL: EMPLOYEE MASTER SCREEN

Adding a New Employee

1. From the **General Entry** menu select **B. Payroll > 1. Employee File Updates > 1. Employee Add / Update.**

2. Once on this screen, either click on *Add Employee*, or click on the *File* menu and select *New*. This will bring up a window asking for the new employee's employee number. Once this is entered, a blank Employee Master Screen will display.

3. Fill in as much of the personal information as possible in the first section of the screen. If any of the W-2 options that appear below the *Phone* and *Email* fields apply to this employee, check them off.

4. Fill in the Tax information in the second section and select if the person is exempt from *FICA, Medicare, FUTA* or *Workers Comp* taxes. If there are any additional taxes taken out for this person and they should only come out on the first check for a given pay run, check off the *AFCO* Box at the end of each tax category.

5. The third section of this screen contains miscellaneous employee information. Select if the person is going to get a *Regular* check or if they are going to be setup as *Direct Deposit*. If any portion of the employee's check is going to be *Direct Deposit* then this option must be selected. Choose the frequency that this person is to be paid. If unsure of the available frequencies, open the *File* menu and select *Pay Frequency*. This will bring up a listing of codes, descriptions, and how many times that frequency is paid during the year. Fill in the rest of the information in this section and press **F12** to save.
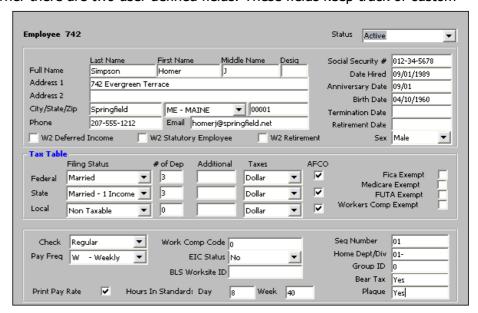
NOTE – In the bottom right hand corner there are two user-defined fields. These fields keep track of custom information that can be saved in the Payroll System. Change the name of these fields by double-clicking on the name of the field. A window will pop up asking for a new Description.

Updating an Existing Employee

To edit the Master Screen for an existing employee, follow the same steps as above, except in Step 2 double-click an employee's name instead of selecting *New Employee*. Once the Employee Master Screen has loaded, all fields can be edited as needed and saved by pressing **F12**.