Sage WageEasy
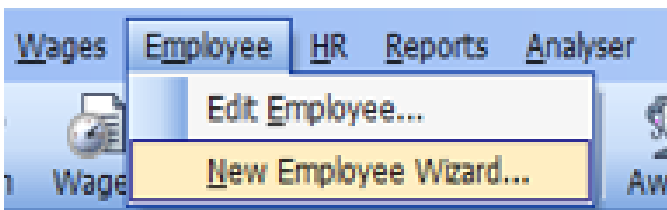# Setting up a new employee

Manually Entering a New Employee

Within Sage WageEasy Payroll there is a feature called the New Employee Wizard that will assist with the process of adding in new Employees.

Click on the Employee drop down menu

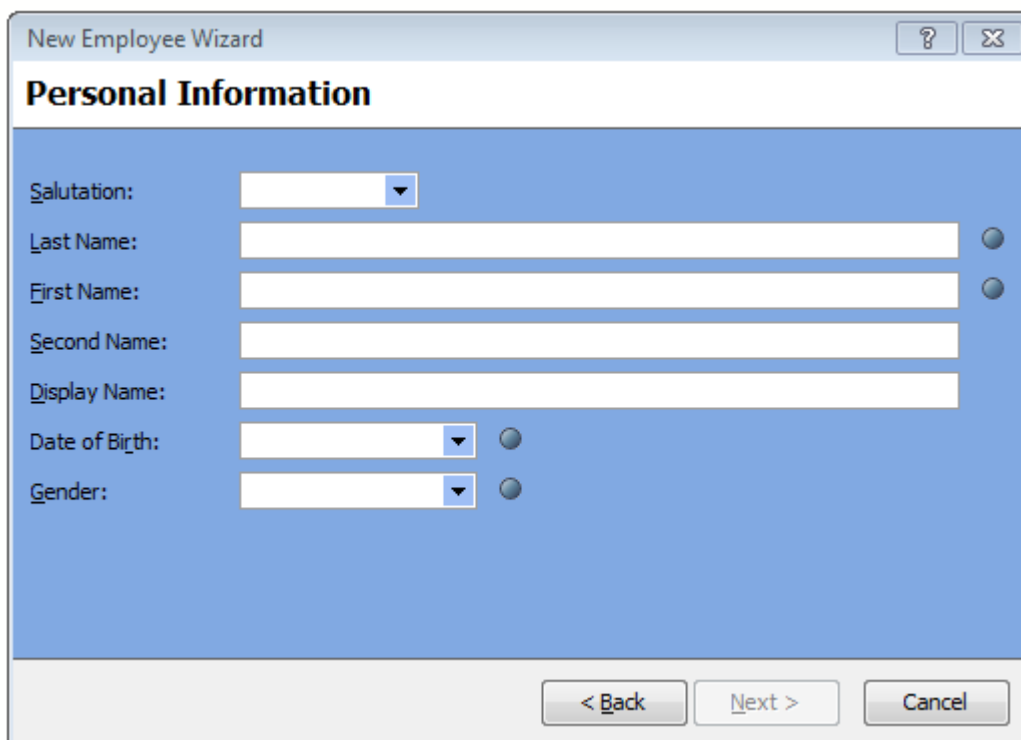Choose the New employee wizard

The below screen will appear:

From the list above you can see that in addition to the Employee's Personal information being entered, the Employee will also needs to be attached to Employment items in Sage WageEasy such as Department, Award, Base Pay Rate as well as their nominated Institutions for both Banking and Superannuation.

Noting the Items above, it would be advisable before proceeding to check that the relevant Employment items have been entered into their respective Set Up Lists.

So that the Employee can be attached to these Items please ensure that they exist in the database before setting the Employee up.

Click next

The first screen below will ask for the Employee's Personal Information

Selecting Next takes you to the screen to allocate an Employee Number

268_JAN2016

If you have an Auto generated number structure set up in the Company details this will automatically create the User defined Employee alpha/numeric sequence for you.

Alternatively, by default, the Employee will be allocated with the next Employee number available.

The next screen is for the Employee's contact details which will be required for their ATO Payment Summaries as well as entering their Email address should you wish to email their pay slips to them.

New Employee Wizard (Andrews Adele)

Department

Select the Department that the new employee will primarily be working for:

Department Name
- Nsw
  - Administration
    - Accounts
    - Administration
    - Payroll
    - Training
  - Chatswood
    - Accounts
    - Directors
    - Managers
    - Reception

[< Back] [Next >] [Cancel]

Selecting Next will take you to the screen where the items to create the Employee's Employment Profile will be attached to them.

New Employee Wizard (Andrews Adele)

Employment

Date Commenced:

Base Pay Rate:

Award:

Category:

Pay Period:

☐ Salaried Employee

☐ Use Standard Pays   Standard Hours: [0:00] (hh:mm)

Predefined Timesheet:

[< Back] [Next >] [Cancel]

This Factsheet has been prepared with the intention of providing you with accurate, consistent and clear information on how to use or set up Sage WageEasy to meet particular circumstances. Any award information or interpretation contained in this Factsheet is based on information provided to us and we recommend consulting the relevant Award or EBA and/or obtaining professional advice from your industry association to verify this information.

268_JAN2016

Selecting Next will take you to the screen for adding in the Employee's Banking details for their Net Wage. If they do not have bank accounts please select either cash or cheque.

Next to add in their Taxation details

Prepared by: Sage WageEasy Support, 21/01/2016

Last updated: 21/01/2016

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268_JAN2016

The most common Tax Table items used are

02 With General Exemption – For those Employees claiming the Tax Free Threshold

01 No General Exemption – For those Employees not claiming the Tax Free Threshold indicating this may be their second job

The above commonly used thresholds also have equivalent HELP or FS or HELP + FS options available indicating the Employee may have a HELP (previously known as HECS) or Financial Supplement Debts.
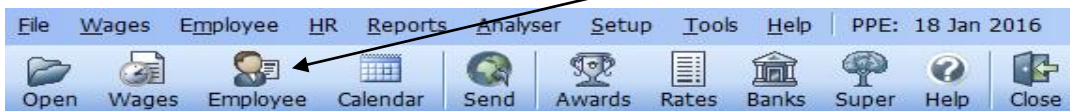
And finally Next to add in their nominated Superannuation Fund and Member number.

By selecting Next and then Finish the Employee will now exist in the database.
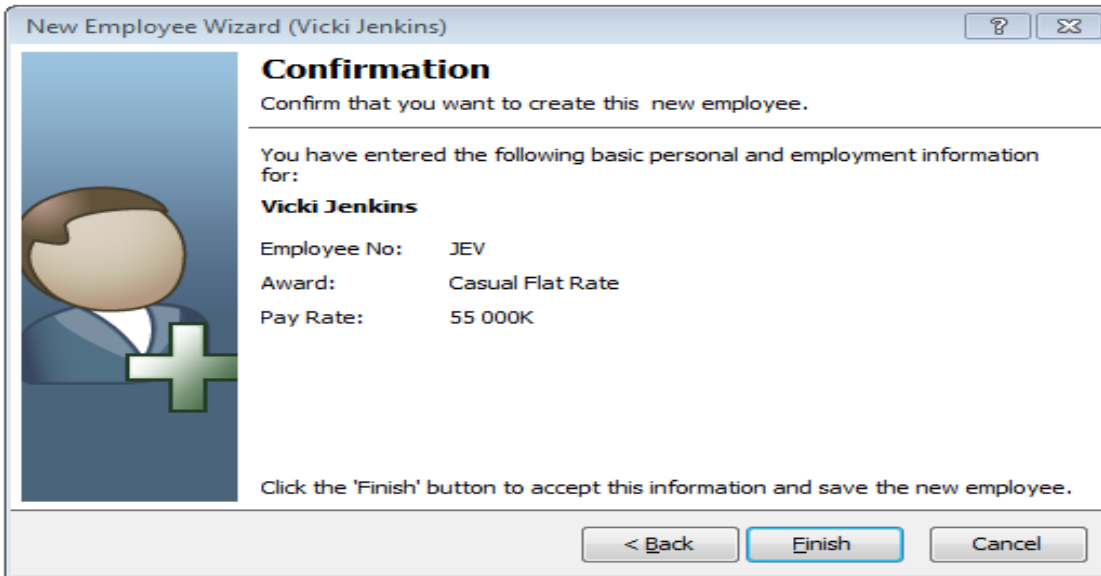
Please now open up the Employee file by selecting the Employee Icon and add in any extra required details.

The employee details will come up:

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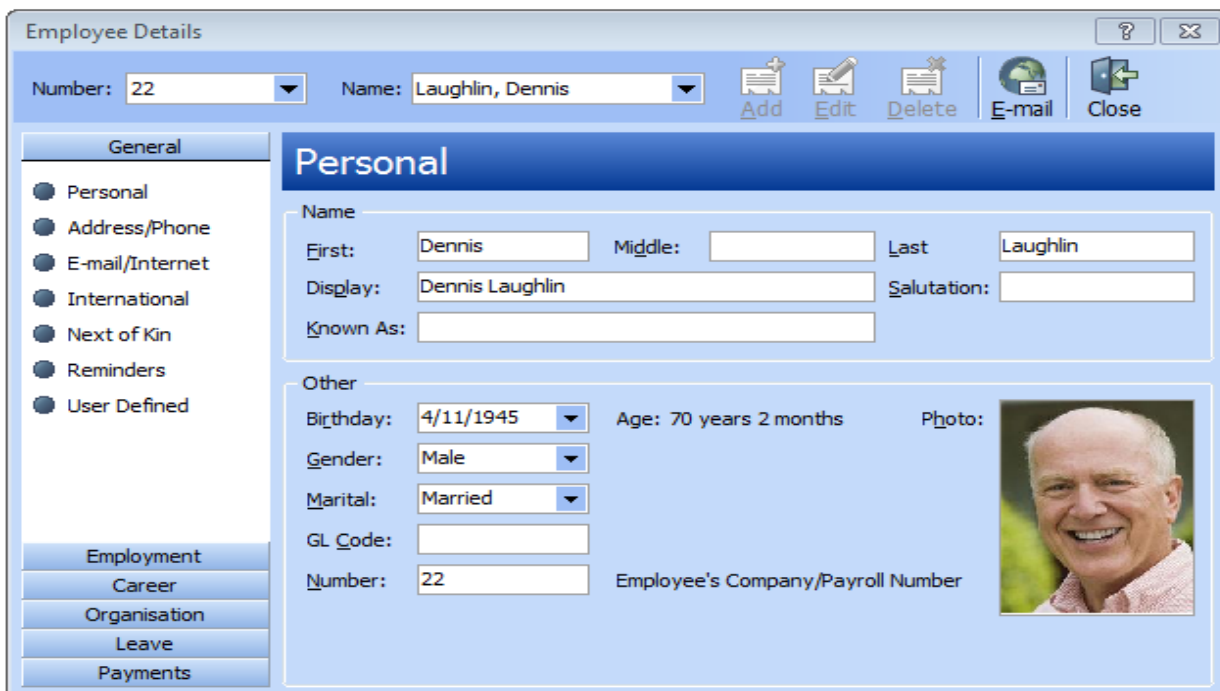
Required tabs to be filled in:

General Tab:
- Add extra phone numbers (address / phone)
- Additional Email address (Email/Internet)
- Add Visa conditions (International)
- Next of Kin Emergency Contact details (Next of Kin)
- An Employee Reminder for missing details etc (Reminders)

Employment Tab:
- If they are salaried, add a Predefined Timesheet (Timesheet)
- Add documents (Documents)
- Salary Review or other Review dates (Review Dates)

Career Tab:
- Add Performance Review – 3 month (Performance review)
- Add Training Courses (Training)
- Any special Licenses that the Employee has (Licenses)
- Any special Qualifications or Skills the Employee holds (Qualifications/Skills)

Organization Tab:
- Any Company Property Issued (Property)
- Any Medical conditions to be aware of (Medical)
- Any Company Cards issued (Card)
- A Company Vehicle issued (Vehicles)

Payments Tab: consider adding:
- Extra bank accounts (Banking)
- Union Fees (Union)
- Extra Super Contributions (Superannuation)
- Car Allowances or other such items (Allowances)
- Extra Tax if they have requested (Tax)

268_JAN2016