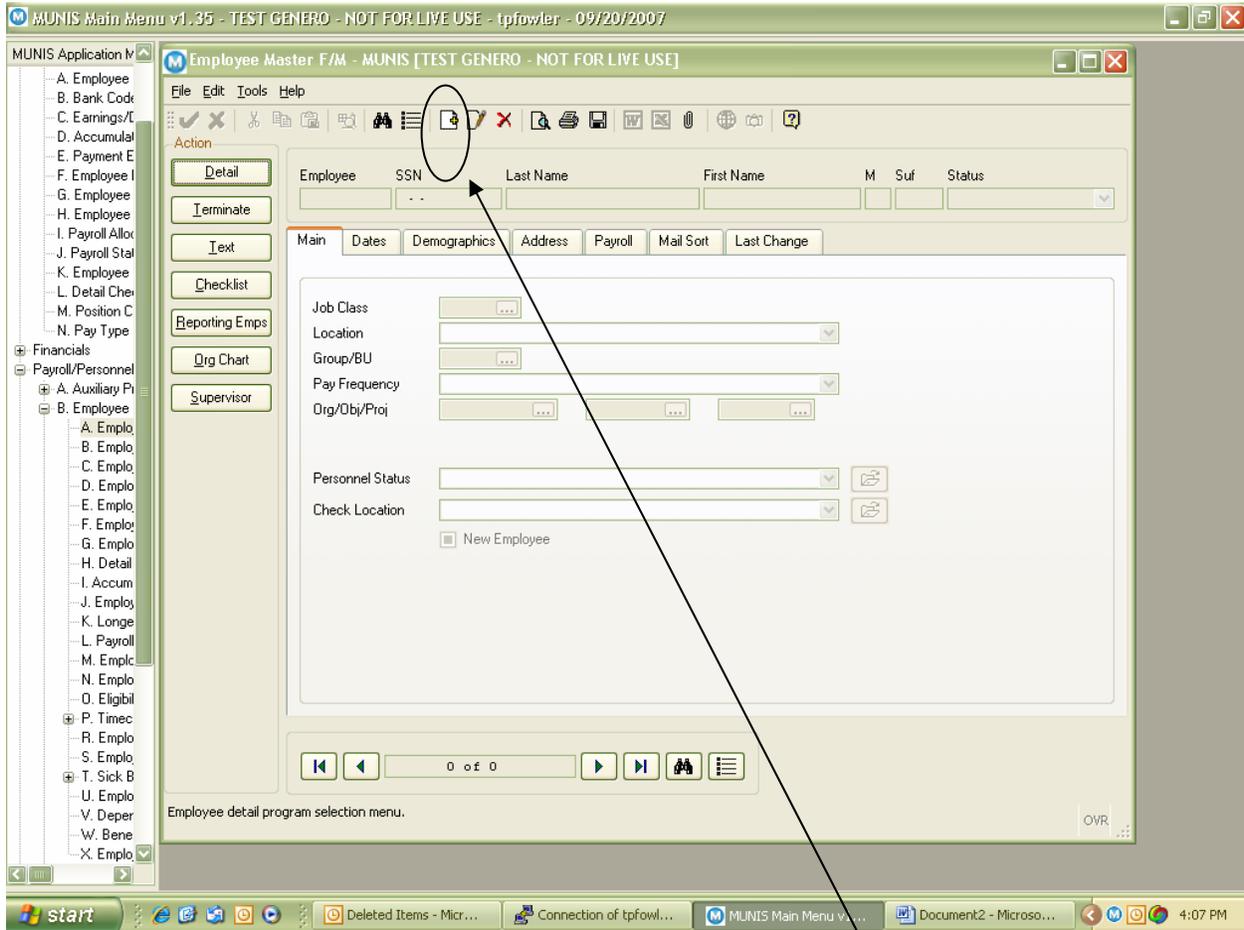


**ADDING A NEW EMPLOYEE:**



1. Use **Ctrl + A** on your keyboard, or click on the *Blank Page* icon in the menu at the top of the page.

Your cursor will appear in the *EMPLOYEE* field. Tab to the SSN field and MUNIS/GENERO will assign the employee the next available MUNIS/GENERO ID number/employee number.

Make certain to write the number down at this stage of the data entry.

2. Key enter the employee's:

SSN (tab)

Name (tab)

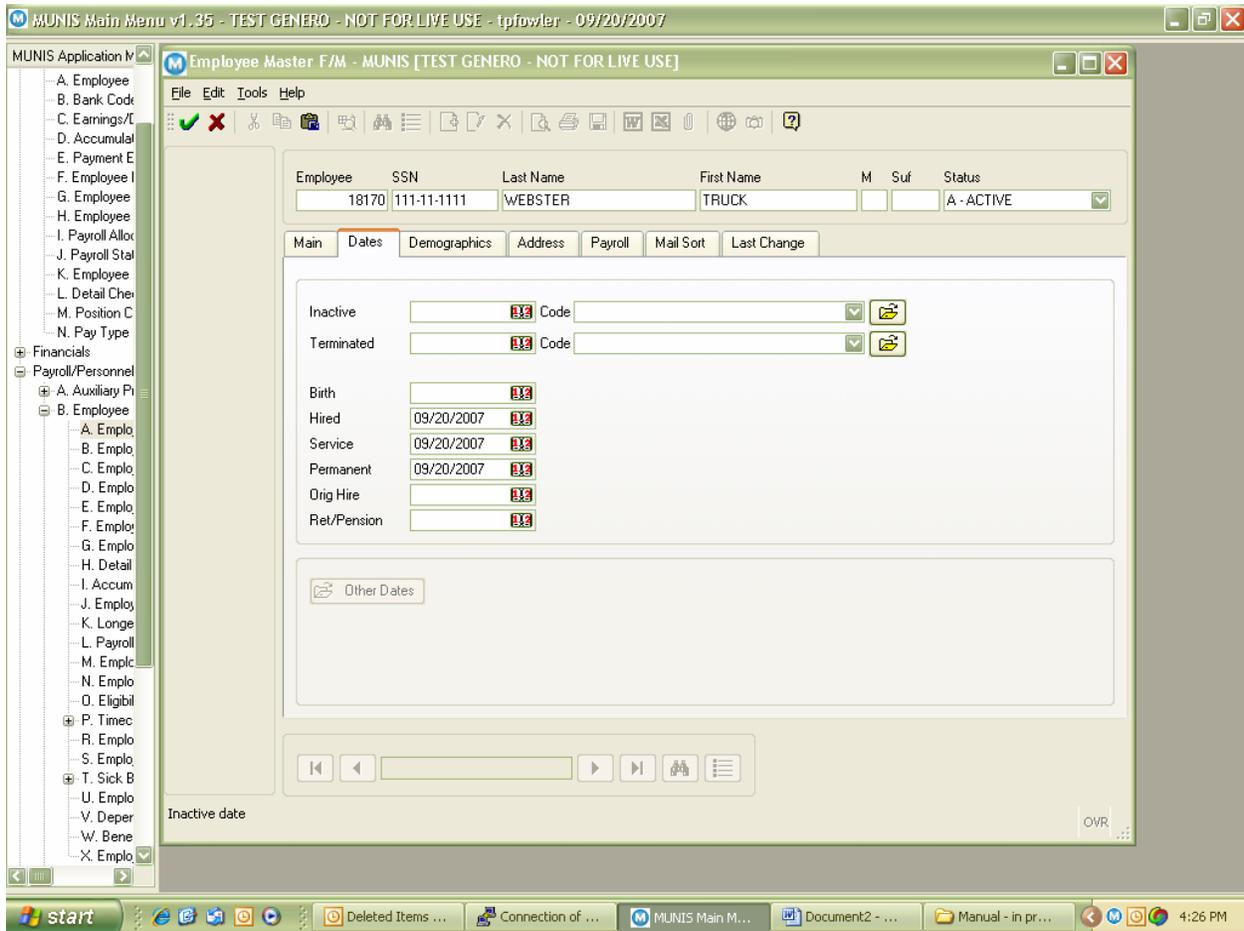
Active status (tab)

Primary Job Class: The *Primary Job Class* is linked to the following- *Primary Object*, *Primary Location*, *Pay Frequency* and *Primary Group/Bu* fields. When you key enter the Job Class, the information already linked will default to these fields.

Project number –if necessary (tab)

Personnel status (tab)

Check/Office location –when you have selected/key entered the check location, tab twice and this will take you to the next TAB-Dates.



3. Your cursor will default to the Inactive field. Use your tab key to move the cursor to the next field for completion:

Birth date (tab)

Hire date (tab)

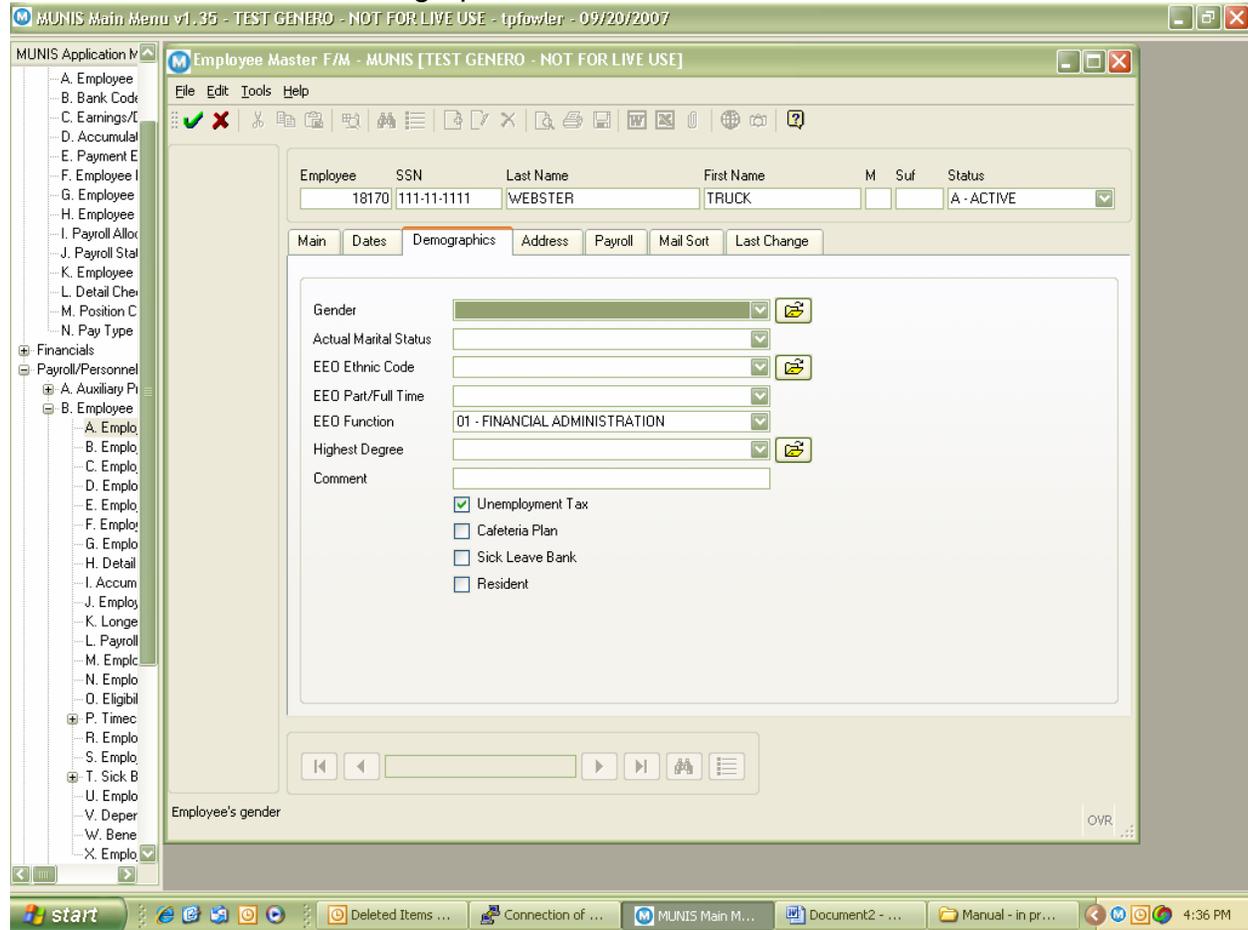
Service date: The employee's service date may be different from their hire date or permanent due to credit for prior service. The service date governs the rate at which employees earn vacation and sick time. (tab)

Permanent date (optional): The permanent date may be different from the hire or service date. For example, you may choose to use this field to record the date an employee successfully completes their probation period. (tab)

Original Hire (optional): The original hire date may be different from hire or service date. For example if the employee terminated their employment with your agency and was later rehired, you may choose to track that original hired date. (tab)

Ret/Pension-leave blank (tab)

You will now be at the Demographics screen:



4. Using your tab key, progress through the screen and enter data to the following fields:

Gender (tab)

Actual Marital Status (tab)

EEO Ethnic Code (tab)

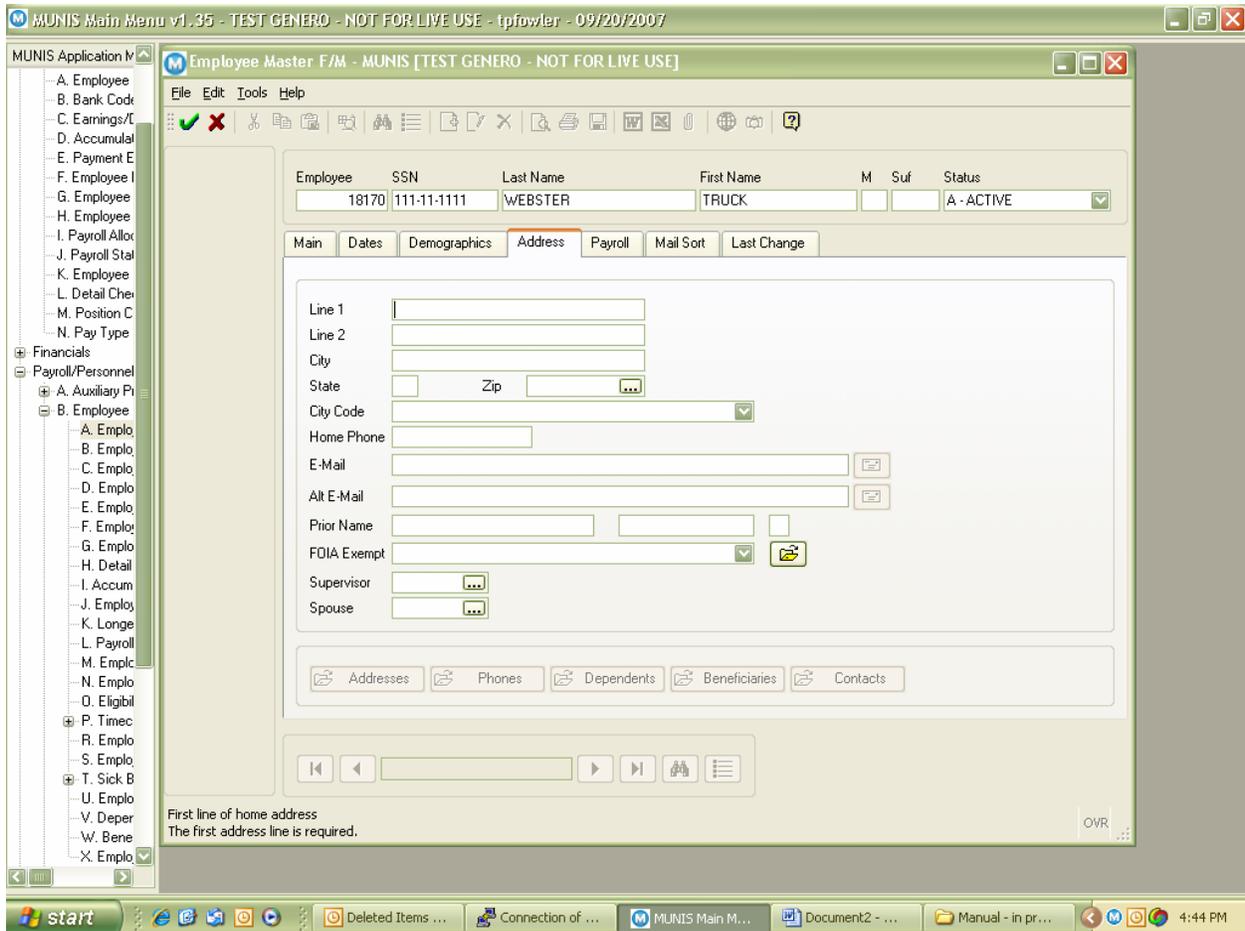
EEO Part/Full Time (there are only three (3) choices for this field **P** for part –time, **F** for full-time and **T** for temporary).

You may use the Comment field but it is not a mandatory element of this screen.

Unemployment Tax-this field should **ALWAYS** have a checkmark (√) in the YES box.

Complete this screen by tabbing through the remaining fields (leaving them unchecked).

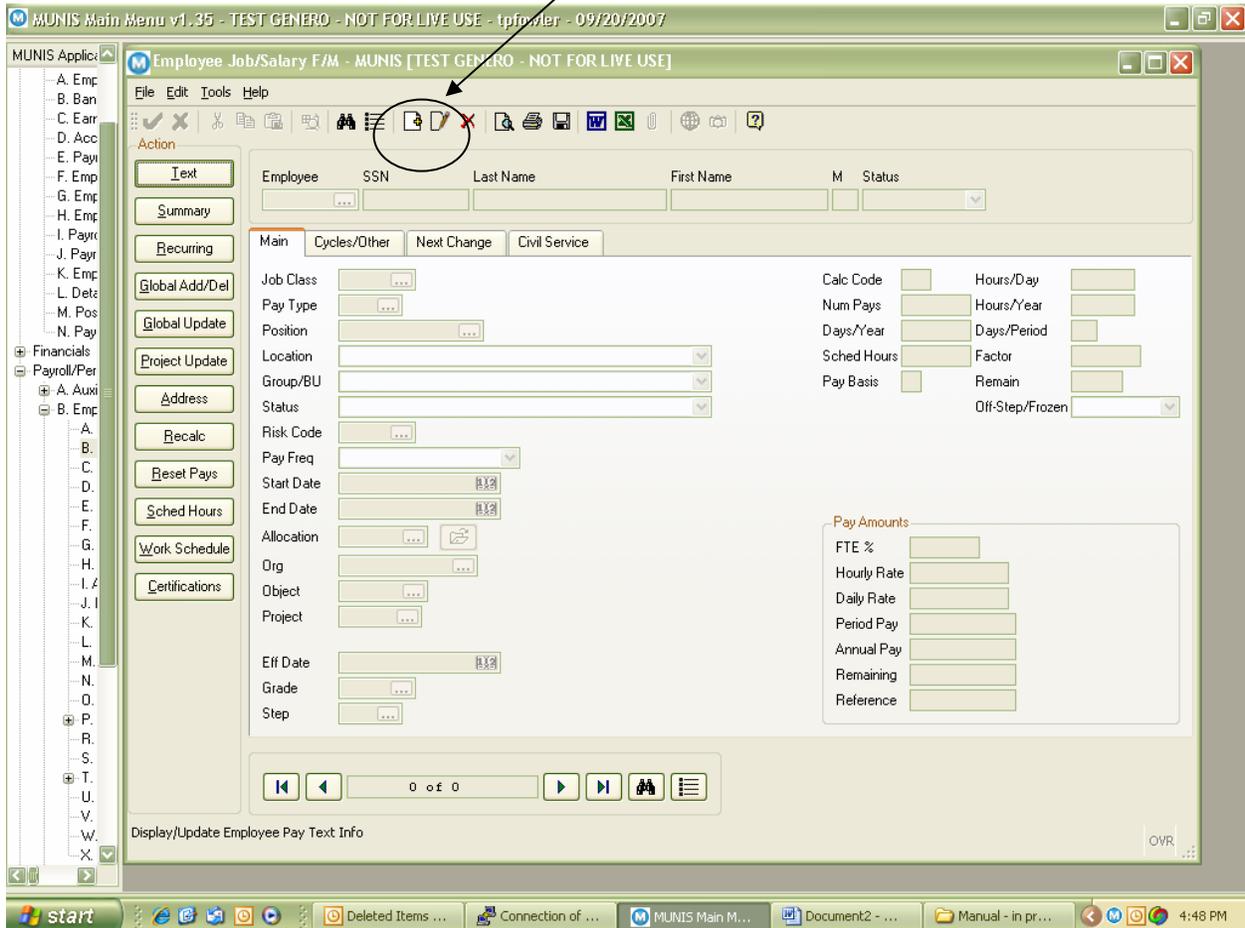
This will take you to the next screen, Address.



5. Address- Key enter employee's address. **DO NOT USE PUNCTUATION** (per IRS guidelines)  
City Code does **NOT** need to be completed.  
 Other fields are optional or not necessary.  
 Hit **ENTER** to finish the update.

6. Next return to the file selections on the left of the screen. Choose **B: Employee Maintenance Reports**, and then **B: Employee Job/Salary F/M**.

Use **Ctrl + A** on your keyboard or click the *Blank Page* icon on the menu at the top of the screen.



Add the new MUNIS/GENERO/employee number from the *Main* screen.

**\*\*NOTE: MUNIS/GENERO® will automatically fill in most of the information needed for this screen\*\***

Tab/Enter down and fill out the:

Position (Position Control Number-(PCN) (tab)

Start date (tab)

Allocation number if necessary (tab)

Effective date (if different from start date) (tab)

(The Start and Effective dates automatically default to the current date. Make sure to enter the date the employee **actually began working.**)

Fill in employee's **Hourly Rate** (tab)

Then hit the **ENTER** key.

After hitting the **ENTER** key, a Federal and State box will appear.

Fill out employee's **Federal** and **State** Marital status and number of exemptions.

Please note the **ONLY** acceptable marital status is **M** (married) or **S** (single), even though MUNIS/GENERO gives you more options **ONLY USE married or single.**

The new employee is now added to the MUNIS/GENERO® Payroll System.

MUNIS/GENERO® has automatically created the employee's recurring pay records (based on the employee's Job Class), a sick accrual record and if linked to the Job Class, a vacation accrual record. Also created were the following Deductions: Medicare Tax, Federal Tax, State Tax, Columbus Tax (if linked), Benefits Chargeback (if linked) and the OPERS deduction(s).

7. If your agency is outside of the Columbus city limits or you have employees working in multiple locations, you must enter the appropriate local income tax deduction(s) as they apply. Choose **D: Employee Deductions F/M** and add the applicable deduction(s).

The following deductions are maintained in the Auditor's Office payroll department:

**Direct Deposit, CME Federal Credit Union Deductions, Savings Bonds, OPERS and STRS buyback, COTA and parking deductions, Consumer Credit, Wage Plan, Deferred Comp and any Wage Attachments (i.e., Child Support, Creditor Garnishments, IRS Levies, Student Loans).**