

Acclaim - Adding Employees

Description:

In order to run payroll in Acclaim, you need to enter employees into the system.

Pre-Requisites:

- Created at least one company.
- Added at least one payroll group.
- Setup the departments and accounts.

Adding Employees into Acclaim:

Steps:

1. Navigate to Setup > Employees.
2. Click on the **Add** button.
3. A new window will appear. Enter the employee's **Basic** information here. (You will assign **Departments** here)
4. Under the **Miscellaneous** tab, select if the employee would like to receive their Payslips by Email. If yes, enter an email and password for them and send the employee their password.
5. Under the **Tax** tab, select how this employee will be taxed, if they have any extra tax per pay, and enter their exemptions.
6. Under the **Net Claim** tab, you can edit any amounts and additional credits that the employee would receive.
7. Under the **Pay Card** tab, select which categories apply to the employee.
8. Under the **Bank** tab, if the employee is being paid by direct deposit, enter the banking information for this employee.
9. Under the **NotePad** tab, you can enter in any notes for the employee.
10. Under the **History** tab, you can view your employee's pay history or add a history record by clicking on the **Add History Record** button.
11. Click the **Save** button when you are done.
12. Repeat steps 2-11 until all employees are added.