

With the delivered DEMO database, login as “HCRUSA”, password “HCRUSA”.
Navigate to “Workforce Administration”, as follows:

• Workforce Administration > Increase Workforce > Hire Employee _

Employee ID:	
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Name History

Type of Name:	Primary
Effective Date:	01/01/02
Format Using:	USA
First Name:	Ann
Last Name:	Tyler

Address History

Address Type:	Home
Effective Date:	01/01/2002
Country:	USA
Address 1:	455 Elm Court
City:	San Francisco
State:	CA
Postal:	94101
Phone Type:	Home
Telephone:	415-555-2020
Email:	x@x.com

Personal History

Effective Date:	01/01/02
Gender:	Female
Marital Status:	Single

Identity/Diversity

Birthdate:	05/18/68
National ID:	
Country:	USA
National ID Type:	PR
National ID:	444-55-6666



Gives list of Valid Values

- Click the [Job Data](#) link to move to the next set of pages.

Work Location

Effective Date:	01/01/02
Action / Reason:	Hire
Regulatory Region:	USA
Company:	GBI
Business Unit:	US001
Department:	KUCA00
Location:	SANFRAN
Supervisor ID:	K0G005
Establishment ID:	KU001

Job Information

Job Code:	580005
Regular/Temporary:	Regular
Full/Part:	Full-Time
Empl Class:	
Officer Code:	None
Regular Shift:	N/A
Rate/Factor:	
Standard Hours:	20
FTE:	.5
Work Period:	W
FLSA Status:	Nonexempt
EEO Class:	None

►  USA section

Payroll

Payroll System:	Other
Pay Group:	BWK
Holiday Schedule:	KU01
Employee Type:	Excep Hrly
Tax Location:	KUCA00

Salary Plan

Salary Administration Plan:	USA
Grade:	001
Step:	1

Click on "Default Pay Component" first

The system populates the Compensation Rate field after you click the Default Pay Components button.

Compensation

Compensation Rate:	1,300.00	USD
Compensation Frequency:	Monthly	

Amounts Tab

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency
NAANL	0	13.00	USD	H

NAANL 1300 M

• Click the Benefits Program Participation hyperlink to move to this set of pages.

Benefit Program Participation

Effective Date:	01/01/02
Benefit Program:	KU1

Rate Code: NAANL
Comp Rate: 1300
Frequency: M

"Save" the page, you may get a warning about Hourly Pay rate, just click "OK"