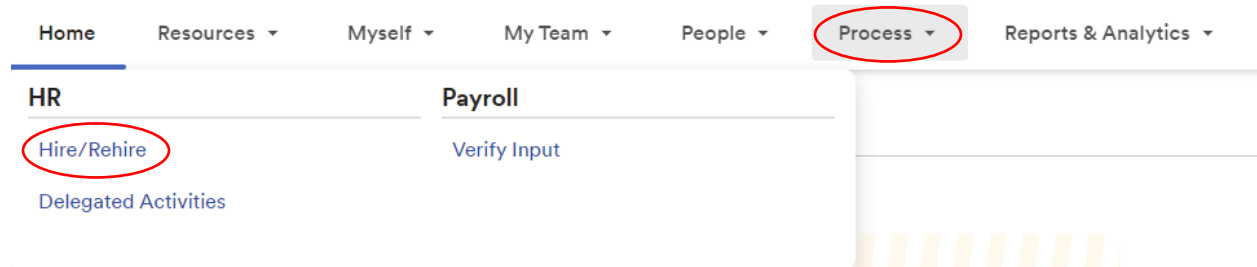


## How to – Hire New Employee in ADP

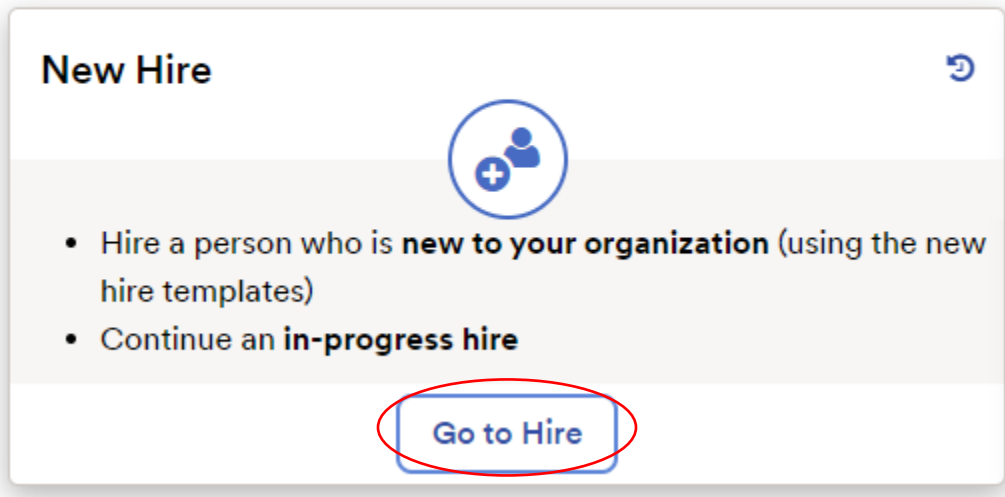
Sign into ADP

\*Need New Employee's personal email & cell #

- - Processes > Hire/Rehire



## Hire/Rehire ?



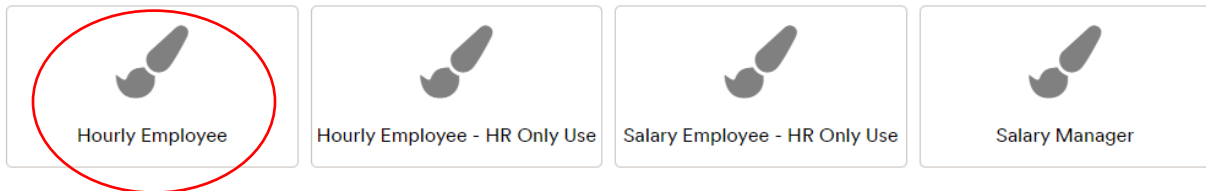
- Hourly Employee

Start a new hire

Sort by

Default


Find



## 1. Personal

Enter new hire information:

- First Name
- Last Name
- Payroll Name will automatically generate
- Associate ID (automatically generated. ADP information, this is not something you need to note)
- Personal Mobile (for messages)
- Personal Email
  - Check “use for notification”
- Hire date
- Reason for hire (CURR – Existing Position)
- Company code
  - DF4 – Egg N Joe
  - E3K – Elmer’s

 To save time, you can ask the new hire to enter their personal information. You must complete the remaining steps.

[Ask the New Hire](#)

Onboarding Experience:

- **Arizona**
  - AZ Busser
  - AZ Dishwasher
  - AZ Host
  - AZ Kitchen Manager
  - AZ Line Cook
  - AZ Server
  - AZ Supervisor
- **Idaho**
  - BOI Dishwasher
  - BOI Host
  - BOI Kitchen Manager
  - BOI Line Cook
- BOI Server
- BOI Supervisor
- **Oregon/Washington**
  - ERI Assistant Manager
  - ERI Dishwasher
  - ERI Home Office
  - ERI Home Office Hourly
  - ERI Host
  - ERI Kitchen Manager
  - ERI Line Cook
  - ERI Lottery
  - ERI Server
  - ERI Supervisor


## Ask the New Hire for Information

Assign onboarding experience \*

None 




Do you want to assign a checklist?

None 


### Additional Employment Info

Worked In State \*

Reports To \* 

No one 

Lived In State

FLSA \* 

Will this worker complete Form I-9? \* 

Yes, electronically

Yes, on paper

E-Verify Work Location \* 

You must select a work location if you will use E-Verify to determine employment eligibility.

Cancel

Save


Enter information -

- Assign onboarding experience
- **Arizona**
  - AZ Busser
  - AZ Dishwasher
  - AZ Host
  - AZ Kitchen Manager
  - AZ Line Cook
  - AZ Server
  - AZ Supervisor

- **Idaho**
  - BOI Dishwasher
  - BOI Host
  - BOI Kitchen Manager
  - BOI Line Cook
  - BOI Server
  - BOI Supervisor

- **Oregon/Washington**
  - ERI Assistant Manager
  - ERI Dishwasher
  - ERI Home Office
  - ERI Home Office Hourly
  - ERI Host
  - ERI Kitchen Manager
  - ERI Line Cook
  - ERI Lottery
  - ERI Server
  - ERI Supervisor
  
- Worked in State
- Reports to (select general manager)
- FLSA
  - Exempt (salary + not eligible for OT)
  - Non-Exempt (salary/hourly + eligible for OT)
- E-Verify location
  - Arizona – select your location
  - ID, OR, WA - <Not Applicable>

Save & Exit – ADP

 To complete the remaining steps now, click Next.

To complete the remaining steps after the new hire enters their personal information, click Save & Exit.

[Next](#)

[Save and exit](#)

Assist new hire to register for ADP portal so they can continue filling out paperwork

Use this QR code to go directly to ADP registration screen



Instructions for Employee –

Click Create Account **(even if they have used ADP with prior employer)**



English (US) ▾

## Welcome to ADP®

User ID

Remember User ID ⓘ

Next

[Forgot your user ID?](#)

New user ? [Create account](#)



### Download the ADP mobile app

Scan the QR code with your device to begin (If your employer supports the mobile experience).  
Secure and convenient tools right in your hands for simple, anytime access across devices.

[LEARN MORE >](#)

- If employee has used ADP prior, it is easier for them to use the “I have a registration code”
- If employee has not used ADP, use Find me to enter email + associate ID (sent via email to employee)

#### **To find registration code:**

People > Personal information > Personal Registration Code

Click “Display PRC”. Once this is displayed, it will expire within 15 days.

Go to Onboarding Dashboard to check on status of newly hired employees

Process > Hire/Rehire > Onboarding Dashboard

## Hire/Rehire ?



### New Hire

- Hire a person who is **new to your organization** (using the new hire templates)
- Continue an **in-progress hire**

[Go to Hire](#)

### Rehire

- Hire a person who **previously worked** for your organization
- Continue an **in-progress rehire**

[Go to Rehire](#)

### Onboarding Dashboard

- Check **onboarding status**
- Remind employees** to complete onboarding tasks
- Review **manager checklist status**

[View Dashboard](#)

After new hire completes the Personal Profile section of the onboarding, go back to ADP to complete in-progress hire.

## Hire/Rehire ?



### New Hire

- Hire a person who is **new to your organization** (using the new hire templates)
- Continue an **in-progress hire**

[Go to Hire](#)

### Rehire

- Hire a person who **previously worked** for your organization
- Continue an **in-progress rehire**

[Go to Rehire](#)

### Onboarding Dashboard

- Check **onboarding status**
- Remind employees** to complete onboarding tasks
- Review **manager checklist status**

[View Dashboard](#)

## Hire

[← Back To Hire/Rehire](#)

[Start Hire](#) [In-Progress Hires \(3\)](#) [Hire History \(385\)](#)

Select a work location

Start a new hire

Sort by

Default

[Find](#)

Hourly Employee

Hourly Employee - HR Only Use

Salary Employee - HR Only Use

Salary Manager

Click on your new hire that you need to complete. The information they entered during onboarding will be visible.

## 2. Employment

Enter information –

- Job Title
- Worker Category
  - Full time
  - Part time

- Location
- Home Department
- E-Verify Work Location
  - o Arizona (select your location)
  - o ID, OR, WA (<Not Applicable>)

**2 Employment\***  
Entered by: Hill, Michele on 10/20/2022 05:59:35 PM EDT

**File #**

- Note this. Enter this into Micros as Employee ID

File #\*

Job Title\*

Worker Category\*

---

Location\*

Location\*

Home Department\*

Employee Status  
**Active**

Reports To\* **Hill, Michele E3K010149**

FLSA\*

FLSA\*

Will this worker complete Form I-9?\*  Yes, electronically  Yes, on paper

E-Verify Work Location\*

You must select a work location if you will use E-Verify to determine employment eligibility.

**Next**

### 3. Payroll

Enter information –

- Regular Pay Rate
- Data Control
  - o Indirectly Tipped
  - o Directly Tipped
- Check Tipped employee box

### 3 Payroll\*

Pay Frequency \*  
Biweekly x v

Rate Multiplier \*  
1.5 \* 1.0

Wage entity ?  
v

Regular Pay Rate \* ?  
x v USD

Data Control \* ?  
v

Pay Group \* ?  
Use Period End Date 1 on ... x v

Tipped employee \* ?

Rate 2 Amount  
USD

Custom Area 1 ?  
v

FLSA Overtime ?

Basis of Pay ?  
v

Next

## 4. Tax

Enter information from paper Federal W4 and State W4 –

- Federal Filing Status
- Worked in State
- SUI/SDI Tax Code (ID, OR, WA)
- State Martial Status
- State Exemptions
- Lived in State
- Worked in Locality (Trimet for Portland Metro)
- Lived in Locality (Trimet for Portland Metro)

### 4 Tax\*

Federal Filing Status \*  
D - Single or Marrie... x v

Worked In State \*  
OR - Oregon x v

SUI/SDI Tax Code \*  
v

State Martial Status ?  
v

State Exemptions  
v

Lived In State  
v

Worked In Locality  
v

Local tax codes lookup v

Local Exemptions  
v

**MORE FIELDS**

Worker's Compensation

Employee type for qtrly reporting

State:  
SUI:

Federal additional tax amount

State additional tax amount

Changes to federal tax calculations

Federal form W-4 fields

Multiple jobs: No

Next

More Fields –

Click this to see more fields below.




Enter information –

- Federal Additional Tax Amount
- State Additional Tax Amount
- Exempt (click do not calculate Fed income tax)
- Multiple Jobs
- Dependents

[← Back](#)


## Tax More Fields


Employee type for salary reporting 

State:

SUI:

### Additional Amounts

Federal Additional Tax Amount 

State Additional Tax Amount 


### Changes to federal tax calculations

Do not calculate Federal Income Tax 

Do not calculate Federal Taxable 


Do not calculate F.U.T.A. Taxable

### Federal form W-4 fields

Multiple jobs 

Dependents 

Other Income 

Deductions 

Cancel

Save

## 5. Direct Deposit

Enter information if the employee has not entered through onboarding.

## 6. Review

Look over new hire information

If all is correct, click DONE

[← Back To Hire/Rehire](#)

test, test	Template Name Hourly Emp...	Associate ID S2CPVYWWH	Hire Date 10/20/2022	<a href="#">Assign checklist</a> <a href="#">Assign onboarding experience</a> ⓘ	<a href="#">Cancel</a>	<a href="#">Save and exit</a>	<a href="#">Done</a>
Personal *	Employment *	Payroll *	Tax *	Direct Deposit	Review		

**What to fill out on paper:**

- Federal W4
- State W4
- WOTC forms
  - o 8850
  - o 9061