

Adding a New Hire

Note: This process covers adding new employees for both Payroll and Heartland Time.

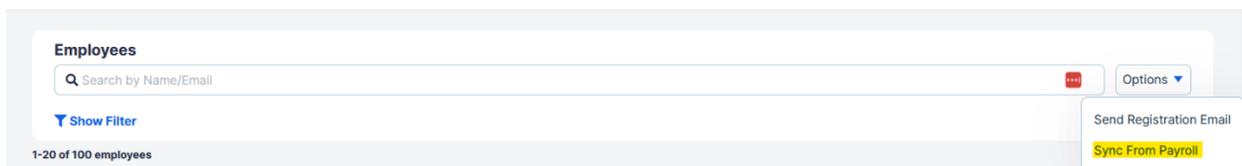
Account registration is determined by ESS status within Payroll. Please make any changes in the [Payroll](#) application.

If you do not have an associated Payroll account, [please follow these instructions for adding a new hire for standalone accounts](#).

To add an employee, you must either enter them through [Onboarding](#) or [Payroll](#)

Once this has been completed, employees will automatically sync overnight from the Payroll system into Time.

If you need to need to bring over a new employee immediately, select **Employees** from left menu, and then from the **Options** dropdown menu on the upper right, select **Sync from Payroll**.



Once this person has been synced over from Payroll, you will need to assign a **Pay Group** and **Employee Template**.

Assign a Pay Group

If your [Pay Groups](#) are already mapped from Payroll, it will automatically be populated. If they are not, you will need to set it. To do so, select the Employee, and navigate to **Profile - Compensation Info** and assign a **Pay Group**.

[Back to Employees](#) [View as Employee](#)

JS

Joe Smith
Full Time
Start Date: 08/01/2023

Profile

Benefits

Time & Attendance

History

Personal Info ✔

Contact Info ✔

Employment Info ✔

Compensation Info ✔

Account Information

Dependents

Compensation Information

Pay Group * Annually [✎](#)

Pay Type	Pay Rate	Est. Hours Worked Per Week	Salary Per Pay	Annual Base Salary	Effective Date	Action
Salary	-	-	\$3,461.54	-	● Aug 1, 2023	✎

Annual Benefit Salary * [✎](#)

Prior Year W-2 Earnings [✎](#)

Assign a Template

To assign a template to this person, select **Time & Attendance** and then on the **Overview** page, select **Assign a Template**.

JS

Joe Smith
Full Time
Start Date: 08/01/2023

Profile

Benefits

Time & Attendance

History

Overview

Timesheets ✔

Pay Rules and Rates ✔

Time Off ✔

Shift Schedules ✔

Enable Time & Attendance

Select which time and attendance features are applicable to this user

Assign an existing T&A template for this employee?

[Assign a template](#)

Select the appropriate template from the dropdown that appears.

Assign T&A template to employee

✕

Template

Select a template
▼

Select a template

01 - Employees Clock In/Out - Account Owner Approves Timesheets

02 - Employees Clock In/Out with Breaks - Account Owner Approves Timesheets

03 - Clock In/Out with Breaks & Jobs - Account Owner Approves Timesheets

Duration

In/Out Time

Enter an **Effective Date** and select **Save**.

Assign T&A template to employee ×

Template

Effective Date

[Close](#) [Save](#)

Add a Time Off Policy

To add a time off policy, select **Time Off** from the menu on the left and choose **Assign New Time Off Policy**.

Joe Smith
Full Time
Start Date: 08/01/2023

Profile Benefits **Time & Attendance** History

Overview
Timesheets
Pay Rules and Rates
Time Off
Shift Schedules

Time Off

Time Off Approval Path: No Approval Path (effective now)

Holiday Calendar: No Holiday (effective now)

Time Off Policies Assigned [+ Assign New Time Off Policy](#)

Assign New Time Off Policy



Time Off Type:

Select a Policy



Starting Balance Set
to:

Starting Balance

Policy Effective Date:

Effective Date

Close

Save

Payroll Information (check stubs, W-2, etc)

Contact your Payroll Support Team to authorize the addition of Employee Self-Service to your account. Once added, employees will be able to use a single sign-on for both their Self-Service and Heartland Time.