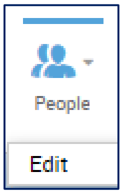
People Editor – New Employee Setup

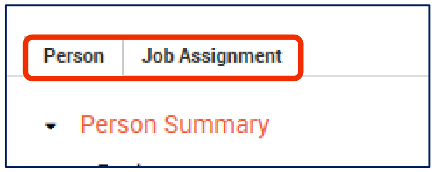
eSTART
State of Alabama

Once a new employee record is added in the State's payroll system, a shell record is loaded to eSTART by a nightly interface. However, certain information will need to be manually updated by the Agency Administrator in eSTART.

1. From any **My Views** widget or from **Related Items>Quickfind,** search for the employee name.
2. Highlight the name and select **People>Edit**. The People Editor page displays.

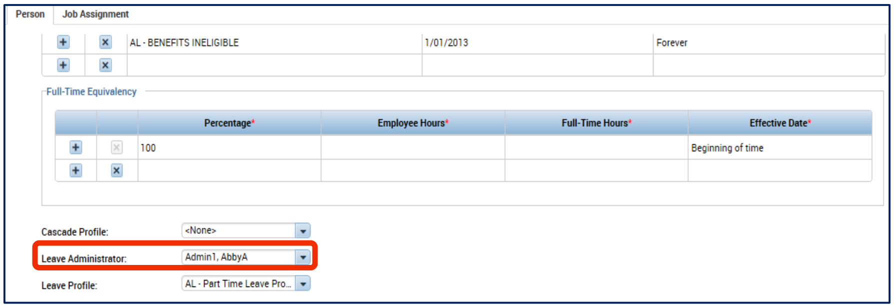
Note: There are two tabs on this page: **Person** and **Job Assignment.** The default is **Person.**



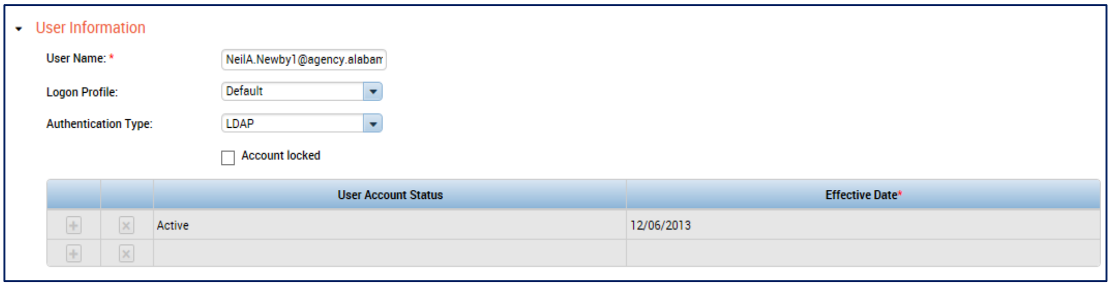


3. Select the **Biometrics** link if the employee will use a time clock to record time. If the employee will not use a time clock, skip this step.
4. Check the **Biometric Employee** check box.

5. Each employee must be assigned to a Leave Administrator. Select the **Accruals & Leave** link**.**
6. Open the **Leave Administrator** drop-down and select the Leave Administrator's name.



7. Select the **User Information** link.



a) If the employee does not have an Active Directory ID, the assigned Logon ID and initial password will be populated in the **User Name** field by an interface. Initial password will be **P@ssw0rdxxx** (xxx = your agency number).

b) However, more commonly, if the user has an Active Directory ID, change the **User Name** to the **employee's email address**, i.e. jane.doe@agency.alabama.gov. Then select **LDAP** from the **Authentication Type** drop-down. The user's password will be their network password.

8. Select the **Contacts** link. If the employee has an email account, key it in the **Email** field.

9. Select **Additional Information.** Key the required information in the fields below for the employee:

   a. Current or Arrears – LEAVE FIELD BLANK – DO NOT KEY

   b. OT or Comp – If the employee is non-exempt and has been approved for overtime, key **OT** in this field. Else it will default to **Comp**. The field will be blank for Exempt employees who do not earn OT or Comp.

   c. Lunch Length - (0, 30, 45, 60 or 90) – the length of the employee's lunch time.

   d. Schedule Type - See the legend below for the values of this field.

      8 – 8-hour employee – Traditional Schedule

      8N – 8-hour employee – Non-Traditional Schedule

      8PI – 8-hour Exempt employee who punches IN ONLY*

      8PA – 8-hour Exempt employee who punches IN and OUT**

      10 – 10-hour Non-Traditional employee

      12 – 12-hour Non-Traditional employee

      24 – 24-hour Non-Traditional employee

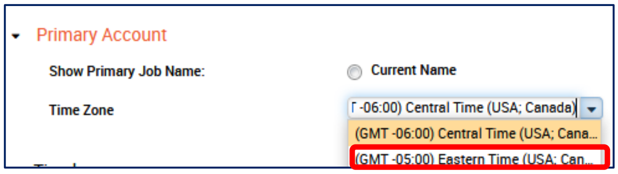
   e. Approver ID - Key the employee ID of the employee's manager.

Additional Information	
Current or Arrears	
OT or Comp	
Lunch Length	60
Schedule Type	8
Approver ID	10001

10. Select the **Job Assignment** link.

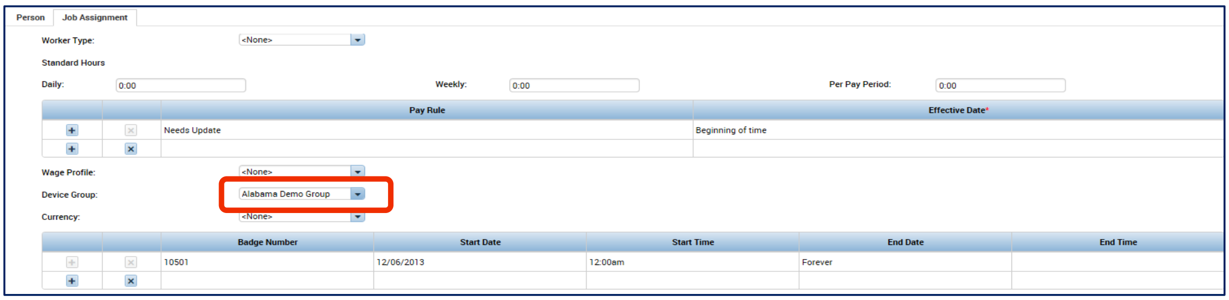
    a. Select the **Primary Account** link if the employee will work from the Eastern time zone rather than Central. Else, skip this step.

    b. Open the **Time Zone** drop-down and select the correct time zone.



11. If the employee will record time from a Time Clock, select the **Timekeeper** link. If the employee will not use a time clock, skip this step

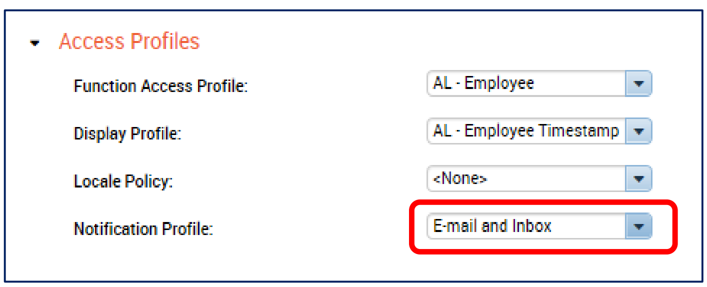
    a. Select the Time Clock device from the **Device Group** drop-down.



12. To allow external email notification for the employee, select **Access Profiles**.

    a. If the employee has an Agency email account, choose **E-mail and Inbox** from the **Notification Profile** drop-down.

    b. If employee does not have an Agency email account, select **Inbox Only**.



13. Select the **Save** button.

Note: The update will require an overnight cycle to become effective. Employees who will use a time clock may be enrolled on the clock the following day.

Select **Go To>Schedule Editor** to add a work schedule for the employee (See **Schedule Editor – Managers** job aid for assistance with schedules).