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.

![Contacts](image)

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.

   ![Table](image)
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.

![Primary Account](image)

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.

![Device Group](image)

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**.

![Access Profiles](image)

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).