



ARCHDIOCESE OF
NEW ORLEANS

Entering a New Hire and Terminating an Employee in *IOIPay*

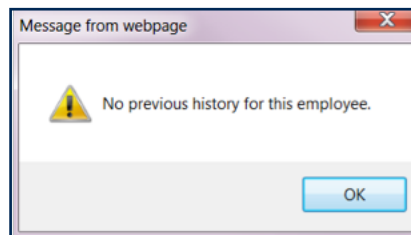
Entering a New Hire

Follow these step-by-step instructions to enter a new employee into the payroll system.

New Hire Express - Multiple Location Lookup

1. Click on **Employee Maintenance** on the left hand navigation. Then click on **New Hire Express**.
2. The screen will open up to the **Multiple Location Lookup** screen. Enter the **Social Security Number** for the new hire and click on the **Verify** button. There are three verification messages that would pop up based on the Social Security Number entered.
 - a. No previous history for this employee (1.a)
 - b. Employee already exists in this division. Use the Rehire Date field on the **Employee Demographics** screen to prevent duplicate employee records. (1.b)
 - c. (AN Division Listed) Employee is listed in another division. Please note the division that may be affected by the changes you are entering. (1.c)

No Previous History

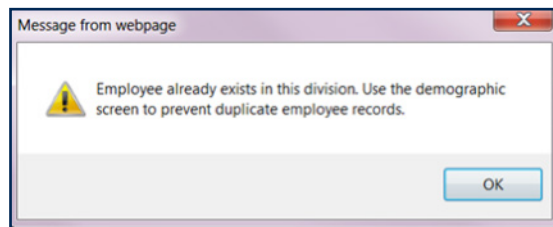


Not located in the Archdiocese (1.a)



- Once you click on the **OK** button, the screen will automatically navigate you to the New Hire Express screen. It will auto populate the Social Security Number for you.

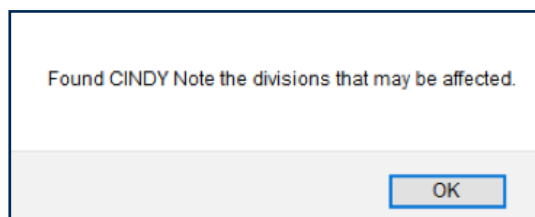
Individual Already Exists in this Division



Exists in Current Division (1.b)

- Once you click the **OK** button. The screen will refresh presenting you with the employee's information that matches the Social Security Number you've entered.
- If the individual already exists in your division, you can view the information on the **Employee Demographics** screen by clicking on the button **View on Demographic Screen**.
- Once on the **Employee Demographics** screen, you can rehire the individual. Change the individual's status back to **Active** and delete the initial term date and enter a **Rehire Date**.
- You will need to re-enter the following fields:
 - Voluntary Deductions
 - Employee Benefits
 - Pay Information
 - Direct Deposits

Individual Exists in Another Division



Exists in Another Division (1.c)

- If the individual is located in another division within the Archdiocese you will receive a pop up message letting you know. Once you click **OK** it will display the employee details.



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Multiple Location Lookup

Enter New Hire Social Security Number

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Employee Name	Division	Division Name	City	Payroll Status	Cycle Std. Hours	Benefit Status	Primary Location	Location Hire Date	Discontinue Hire Date	Term Date
Employee Sample	AN123	St. Mary's Church	METAIRIE	Active	180.0000	Benefit Eligible	Y	08/15/1980	08/15/1980	00/00/0000
Employee Sample	AN345	St. Paul's Church	METAIRIE	Terminated		Temporary - Not Benefit Eligible	N	00/00/0000	00/00/0000	11/12/2008

Employee Details in Another Division

- To hire the individual in your location, click on the **Hire** button. The screen will then redirect you to the New Hire Express screen to complete the fields necessary to hire the individual.

New Hire Express

Premium New Hire Express

* Mandatory Field ** Required if applicable 

- Populate the new hire screen by filling in all the fields. Required fields are indicated by an (*) and (**) indicate required fields if applicable.



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Premium New Hire Express

* Mandatory Field ** Required if applicable

Demographics

Dept. SSN*

Prefix First Name* Middle Name Last Name* Suffix

Address Line 1* Address Line 2 City* State* Zip Code* +4 SOC group**

Location Hire Date* Archdiocese Hire Date* Birth Date*

Main Phone

Marital Status Clock Group Patterns Pay Class

Position Information

Canonical Role* Employee Job Title* Location

EEOC/Language Information

Gender* EEOC Ethnic Code* EEOC Category*

Payroll Setup Information

Pay Cycle* Pay Type* Employee Status* Taxable Status*

Salary Per Pay** Hourly Pay Rate**

Cycle Std Hrs* # of Pays*

W4 Status* Fed Ex State Status* State Ex UC State*

Eligibility Information

Benefit Status FLSA Code Pension Eligible?

I-9 Documentation

Citizen? I-9 Document I-9 ID Number Expires

2. There are 3 fields under the demographics section that apply only to divisions using AOD time & attendance. If your location is not using that system, those can be left blank.
 - Clock Group
 - Patterns
 - Pay Class

3. The Taxable Status is an important field to set up Priest/Sisters correctly. If left blank, it will default to **Not tax exempt**.
 - **Not Tax Exempt**- W-2 employee: wages are fully taxable/federal and state withholding applies.
 - **Tax Exempt- 1099**-1099 Independent Contractor, no taxes are withheld



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- **FICA/MHI-Tax exempt**- W-2 employee: FICA/MHI federal and state tax exempt (use only for active priests).
- **FICA Tax exempt only**- Exempt from federal taxes.
- **Tax Override-1099R**- FICA/MHI exempt, federal and state taxes can be withheld
- **Tax Exempt-no 1099**- No W-2 or 1099: Completely tax exempt (Use for religious priest; sisters and brothers).

4. The **Primary Location** field will need to be populated. This field will default to 'Y' if this new hire is not working anywhere else in the Archdiocese. If an employee is working at another location within the Archdioceses:
 - a. Between the divisions where the employee is employed, only **one** location can be marked as the **Primary Location**. You will need to coordinate with the other divisions to identify which location will be responsible for benefits. The division responsible for the benefits will mark the field 'Y' for the employee.
 - b. If more than one division has the **Primary Location** flag set to 'Y' for that employee, a pop up message will appear listing the other divisions that are marked 'Y' for **Yes**. The divisions will need to coordinate to identify which division will be responsible for the employee's benefits and mark the employee 'Y'. The other divisions will be set to 'N'.
 - c. If all locations are marked with 'N', a pop up message will appear stating that no primary locations have been set. This employee will not be reported to the 401K provider.

5. Once you've populated all the necessary fields, click on the **Save** button at the bottom of the screen. A message will appear alerting you that your employee has been successfully added into the system.

***Reminder: You will need to set up deductions as well as benefits for the employee. Follow the HR Benefit, GTL & ACA document.**