

NETHRIS

New Hire Setup

Log in to Nethris website under Client Login at <https://nethris.com>

Once Logged In:

- Click on HR
- Hire an Employee
- Enter employee social, click continue
- Enter Employees personal Info
- Under Employment:
 - Availability = Active
 - Enter Work Province
 - Select Payment Type
 - Remuneration – hourly
 - Wages Per Period- salary
 - Select Wages Format
 - Quantity/Rate/Wage- hourly
 - Fixed Salary- salary
- Enter Start date
- Under Position:
 - Enter change date
 - Position
 - Division
 - Service
 - Dept.
 - Sub-dept.
 - Immediate Supervisor
 - Function
 - Select Schedule Status
- Enter # of Hrs per pay
- Enter rate info
- Deductions/Tax Credits – Base Amount for both
 - Enter additional amount on the TD1 Form if needed
- Under Time & Attendance Parameters:
 - Choose work schedule
 - Enter start date
 - Choose Holiday calendar
 - Enter Punchcard # (same as ID#- must be 6 digits)
- Enter direct deposit info under Payment Method
 - Transit – 5 digits
 - Institution – 3 digits
 - Enter account #
- Input 4% into the Vacation Percentage – Increase Factors
- Click on SAVE

A message will appear that the hire is successfully completed.

To Give Employee access to Pay Information

- Click on Create a User Profile – located in the message box
- Type of Use = Employee - Access to Self Service ONLY
- Create a Code (i.e.: First Letter of First Name and all or partial Last Name)
- NO to contact person
- Communication language - English and Click Next
- Click on Function Assignment: by selection
- Next to Self Service, choose Select by Function
- Select complete Access to – Pay Stubs & Tax Slips
- Select read only – Personal Info, Emergency Contact
- Click Next
- Click on Print Letter
- Save as PDF – Click on Finish
- Email it to the Manager to give to the Employee

To Set up Vacation for an Employee

- HR / Attendance / Banks
- Click on the Drop Down next to Bank
 - G128 - Vacation Hours
- Enter the Current Year
- Enter the Hire Date
- Click on Save

Each New Hire MUST be set up with a workman's compensation Code

- Employee
- Profile
- Payroll setting
- Click on add deduction
 - D16WCB = Ontario
 - D23WCB = Nova Scotia
 - D24WCB = New Brunswick
 - D25WCB = New Foundland
 - D58WCB = Prince Edward Island

To Enter an Emergency Contact

- Employee
- Profile
- Emergency Contact
- Click on Create a Contact
- Enter First and Last Name
- Enter Phone #
- Click on Save

To Make Changes to Personal / Employment Information

For Personal Information changes:

- Employee/ Profile / Personal Information
- Search Employee
- Scroll down to make changes
- Click on Save

For Employment changes:

- Employee/Profile/ employment & compensation
- Scroll down to make changes
- Click on Save

To Change Deductions

- Employee/ Profile/ Payroll Settings
- Search Employee
- Add Deductions
- Click on Save

To Reset a User Password:

- User Management
- User Profile
- Password
- Click on magnifying glass in upper right
- Enter name, click search
- Click on Create
- Email temp password to EE

To Deduct Additional Taxes from TD1 Form

- Employee
- Profile
- Payroll Settings
- Click on Add Deduction
 - Choose Code D37
 - Enter the amount
 - Click on Save