

New Hire Entry in the Employee Portal

To enter a new hire, log in to your manager view, type **New Hire** in the search box, and select **New Hire HR > Action** from the dropdown options.



Enter the required information in the red outlined boxes. Field boxes not outlined in red may also be entered but are not required. Click on the hyperlink **Field Title** to select from the available choice list.

Important!

- Name must be the employee's legal name to avoid an IRS mismatch issue. Check spelling and punctuation and enter it exactly as it appears on legal documentation.
- If this new hire is a remote employee, please request a new Worksite Location by completing and submitting the New Worksite Location Request Form to your Tandem HR Business Partner.

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New Hire

[Work Location](#)
Employer ID -No Items-

Social Security Number Employee ID
Hire Type Employee(W2)

Personal Information

First Name

Last Name

Middle Name

Nickname

Birth Date

Gender --Select--

Ethnic Code --Select--

Marital Status -- Select --

Tobacco User -- Select --

Handicapped Not Selected

Preferred Language English

Veteran Not Selected

Vietnam Veteran Not Selected

Disabled Veteran Not Selected

Service Medal Veteran Not Selected

Recently Separated Veteran Not Selected

Other Protected Veteran Not Selected

Resident Address

Address Line One

Address Line Two

[ZIP Code](#)

GeoCode -No Items-

City

State

County School District No.

Home Phone

Mobile Phone

Personal Email Address

Work Email Address

Employment Details

Client Start Date

Employer Start Date

[Position](#)

[Employment Status](#)

[Employment Type](#)

[Benefit Group](#)

[Retirement Benefit Group](#)

[Division](#)

[Department](#)

[Shift](#)

[Project](#)

[Work Group](#)

[Union Code](#)

[Reports To](#)

Employee Number

Benefits Thru Date

New Hire Report Date

Seniority Date

Clock Number

Enter the correct pay details based on the new hire's hourly or salary compensation.

- Pay Group: How often an employee is paid
- Pay Method: Salary, hourly, or commission status
- Pay Rate: Yearly salary amount or hourly rate
- Pay Rate Basis: Must be "Yearly" for salary or "hourly" for employees paid by the hour
- Standard Hours: Expected hours worked per pay period (Note: Pay Group may affect the standard hours, see examples.)

Example of Salary Employee:

Pay Details	BIWEEKLY	BIWEEKLY	S2	Semimonthly
Pay Group	BIWEEKLY	BIWEEKLY	S2	Semimonthly
Pay Method	Salary	Salary	Salary	Salary
Pay Rate	50,000.0000	50,000.0000	60,000.0000	60,000.0000
Pay Rate Basis	Yearly	Yearly	Yearly	Yearly
Standard Hours	80.00	80.00	86.67	86.67
Auto Time Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Default Time Sheet Hours				
Benefits Calculation Salary				

Example of Hourly Employee:

Pay Details	BIWEEKLY	BIWEEKLY	S2	Semimonthly
Pay Group	BIWEEKLY	BIWEEKLY	S2	Semimonthly
Pay Method	Hourly	Hourly	Hourly	Hourly
Pay Rate	28.7500	28.7500	20.0000	20.0000
Pay Rate Basis	Hourly	Hourly	Hourly	Hourly
Standard Hours	80.00	80.00	86.67	86.67
Auto Time Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Default Time Sheet Hours				
Benefits Calculation Salary				

Review

- ✓ Verify all information for accuracy including legal name, pay rate, email address, social security number, and work location. These fields can affect the employee's tax record, pay, or the ability to complete onboarding.
- ✓ After the form is completed click **Save** to launch onboarding. A welcome email with instructions will be sent to the new hire so they may begin their portion of the onboarding process.