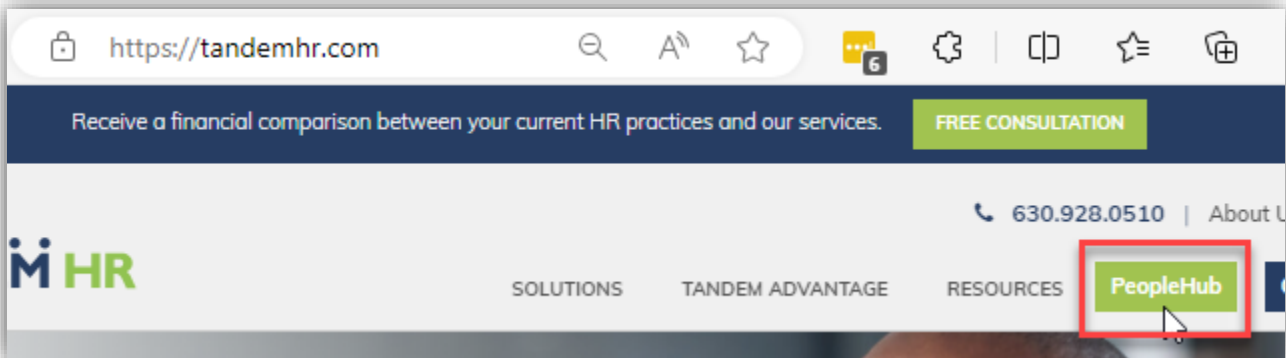


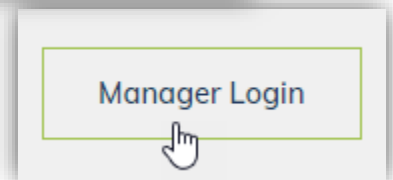
Enter a New Hire in PeopleHub

Legacy Manager Experience

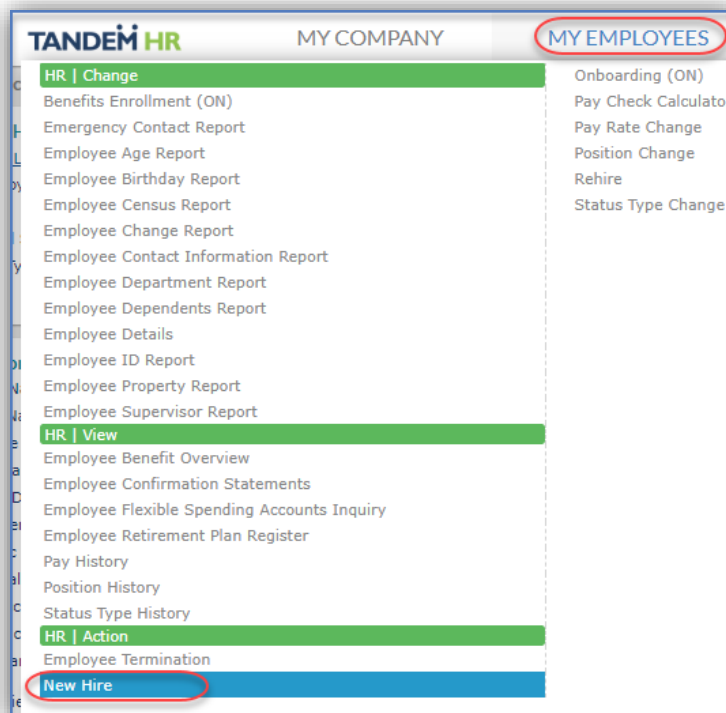
1. Log into PeopleHub at www.TandemHR.com by clicking on the PeopleHub button and then Manager Login.



2. First we will enter the new hire by selecting **My Employees** at the top of the dashboard. Then, under **HR | Action** select **New Hire**.



Note: If you need to request a new worksite location or position, complete the appropriate form on the [Client Resources](#) webpage before proceeding.

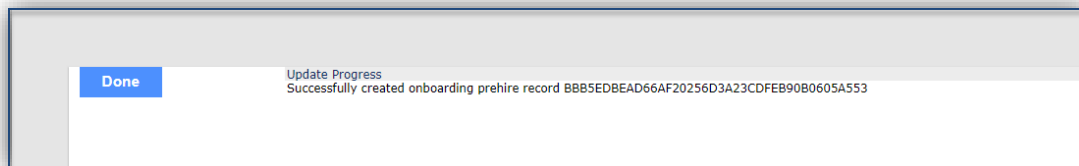


3. In the new hire section complete the fields highlighted in red.

The screenshot shows a 'New Hire' form with the following sections and highlighted fields:

- Work Location:** Text input field (highlighted in red).
- Employer ID:** Dropdown menu with '-No Items-' selected.
- Social Security Number:** Text input field (highlighted in red).
- Hire Type:** Dropdown menu with 'Employee(W2)' selected.
- Employee ID:** Text input field (highlighted in red).
- Personal Information:**
 - First Name: Text input field (highlighted in red).
 - Last Name: Text input field (highlighted in red).
 - Middle Name: Text input field.
 - Nickname: Text input field.
 - Birth Date: Text input field.
 - Gender: Dropdown menu with '-- Select --'.
 - Ethnic Code: Dropdown menu with '--Select--'.
 - Marital Status: Dropdown menu with '-- Select --'.
 - Tobacco User: Dropdown menu with '-- Select --'.
 - Handicapped: Dropdown menu with 'Not Selected'.
 - Veteran: Dropdown menu with 'Not Selected'.
 - Vietnam Veteran: Dropdown menu with 'Not Selected'.
 - Disabled Veteran: Dropdown menu with 'Not Selected'.
 - Recently Separated Veteran: Dropdown menu with 'Not Selected'.
 - Service Medal Veteran: Dropdown menu with 'Not Selected'.
 - Other Protected Veteran: Dropdown menu with 'Not Selected'.
- Resident Address:**
 - Address Line One: Text input field (highlighted in red).
 - Address Line Two: Text input field.
 - ZIP Code: Text input field (highlighted in red).
 - GeoCode: Dropdown menu with '-No Items-'.
 - City: Text input field.
 - State: Dropdown menu.
 - County: Dropdown menu.
 - School District No.: Text input field.
 - Home Phone: Text input field.
 - Mobile Phone: Text input field.
 - Personal Email Address: Text input field (highlighted in red).
 - Work Email Address: Text input field.
- Emergency Contact:**
 - Contact Name: Text input field.
 - Contact Telephone: Text input field.
 - Contact Relation: Text input field.

4. Once the new hire entry is completed, select **Save**. Select **Done** when you receive the Update Progress information for the new hire.



5. The new hire will receive an e-mail with a link inviting them to complete their new hire paperwork.

Questions?
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