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.

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
3. 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**

1. 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.

2. 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**.

3. 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**.

4. You will need to re-enter the following fields:
   - Voluntary Deductions
   - Employee Benefits
   - Pay Information
   - Direct Deposits

**Individual Exists in Another Division**

1. 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.
2. 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**

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