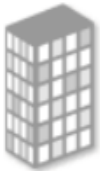




ARCHDIOCESE OF  
**NEW ORLEANS**

ADMINISTRATION MENU

## ADMINISTRATION MENU - THE ARCHDIOCESE OF NEW ORLEANS



company  
administration



employee  
administration



company  
reporting

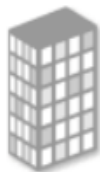
The location the employee is transferring from initiates the transfer by moving the employee into the new division



ARCHDIOCESE OF  
**NEW ORLEANS**

ADMINISTRATION MENU

## ADMINISTRATION MENU - THE ARCHDIOCESE OF NEW ORLEANS



company  
administration



employee  
administration



company  
reporting

Add Employee

→ Edit Employees

---



## EMPLOYEE ADMINISTRATION

### Select Employee to Edit.

Select division or enter search criteria below.

Member Type

Select Criteria

Enter Keyword

SEARCH



OR

Select Division

Select Document

BACK



## EMPLOYEE ADMINISTRATION - MOUSE, MICKEY M.



personal  
information

Profile  
Employment  
Payroll

---



dependent  
information



benefits plan  
information

→ Division  
Status

---

Password  
Compensation History  
History File  
Journal



## EMPLOYEE ADMINISTRATION

### Change Division - Mouse, Mickey M.

Warning: If you assign this employee to a different division, it may change the benefit plans available to them and cause their plan enrollment information to be deleted. Please be sure to update this employee's plan enrollment after you assign the new division.

Current Division

AN101 - UNO Newman Center



Effective Date of Change

date in format, mm/dd/yyyy

SAVE

CANCEL



## EMPLOYEE ADMINISTRATION

### Change Division - Mouse, Mickey M.

**Warning:** If you assign this employee to a different division, it may change the benefit plans available to them and cause their plan enrollment information to be deleted. Please be sure to update this employee's plan enrollment after you assign the new division.

Current Division

AN101 - UNO Newman Center

Effective Date of Change

0000 - Test

0001 - Holding Division

AA00 - Academy of the Sacred Heart

AL00 - Brother Martin High School

AM00 - Cabrini High School

AN101 - Archdiocese of New Orleans Retreat Center

AN101 - Archdiocese of NO Chancery FG00

AN101 - Archdiocese of NO Chancery GE00

AN101 - Stella Maris Apostleship of the Sea

AN101 - UNO Newman Center

AN102 - Academy of Our Lady

AN103 - All Saints Church

AN104 - Holy Name of Jesus Church

AN105 - Annunciation Church

AN106 - Annunciation School

AN107 - Archbishop Chapelle High School

AN108 - Archbishop Hannan High School

AN109 - Archbishop Rummel High School

AN110 - Archbishop Rummel Maintenance

AN111 - Archbishop Shaw High School



## EMPLOYEE ADMINISTRATION

### Change Division - Mouse, Mickey M.

Warning: If you assign this employee to a different division, it may change the benefit plans available to them and cause their plan enrollment information to be deleted. Please be sure to update this employee's plan enrollment after you assign the new division.

Current Division

AN105 - Annunciation Church ▼

→ Effective Date of Change  date in format, mm/dd/yyyy



SAVE

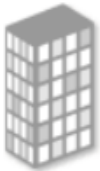
CANCEL



ARCHDIOCESE OF  
**NEW ORLEANS**

ADMINISTRATION MENU

## ADMINISTRATION MENU - THE ARCHDIOCESE OF NEW ORLEANS



company  
administration



employee  
administration



company  
reporting

The location the employee is transferring to can then update the payroll file number to reflect the new division

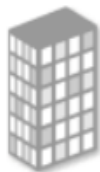




ARCHDIOCESE OF  
**NEW ORLEANS**

ADMINISTRATION MENU

## ADMINISTRATION MENU - THE ARCHDIOCESE OF NEW ORLEANS



company  
administration



employee  
administration



company  
reporting

Add Employee

→ Edit Employees

---



## EMPLOYEE ADMINISTRATION

### Select Employee to Edit.

Select division or enter search criteria below.

Member Type

Select Criteria

Enter Keyword

**SEARCH**



OR

Select Division

Select Document

**BACK**



## EMPLOYEE ADMINISTRATION - MOUSE, MICKEY M.



personal  
information



dependent  
information



benefits plan  
information

Profile  
Employment  
Payroll



---

Division  
Status

---

Password  
Compensation History  
History File  
Journal



## EMPLOYEE ADMINISTRATION

### Payroll Information - Mouse, Mickey M.

Click the "save" button at the bottom of the page after you've entered the payroll information. Fields in bold are required.

#### Payroll Information

→ Payroll File Number

Old File Number

**Date of Employment**

date in format, mm/dd/yyyy

**Employee Category**

**Employee Type**

#### Pay Information

**Rate Type**

**Current Rate**

in USD, numeric dollar value

**Estimated Annual Hours**



## EMPLOYEE ADMINISTRATION

### Payroll Information - Mouse, Mickey M.

Click the "save" button at the bottom of the page after you've entered the payroll information. Fields in bold are required.

#### Payroll Information

→ Payroll File Number

**New File Number**

**Date of Employment**

date in format, mm/dd/yyyy

**Employee Category**

**Employee Type**

#### Pay Information

**Rate Type**

**Current Rate**

in USD, numeric dollar value

**Estimated Annual Hours**

Do Not Calculate	<input type="text"/>	in USD, numeric dollar value
SUI/SDI Tax Withholding	<input type="text"/>	in USD, numeric dollar value per year
SUI/SDI Maximum	<input type="text"/>	in USD, numeric dollar value per year
Extra Tax Type	<input type="text" value="None"/>	if percent, as % of gross salary
Extra Tax Amount	<input type="text"/>	in USD, numeric dollar value
State Allowances	<input type="text"/>	in USD, numeric dollar value
State Withholding	<input type="text"/>	in USD, numeric dollar value

## Local Tax Information

Local Tax Withholding  in USD, numeric dollar value

Check box to view a sample paycheck

Sample paycheck with earnings and payroll deductions

→ Effective Date of Change

date in format, mm/dd/yyyy



SAVE

CANCEL