

Procedures for Entering New Employees into Park District Systems

The following procedure is to be used to enter new employees into Park District systems (MSI, TimeClock Plus, and the Hub)

Entering An Employee Into Park District Systems

Completion of Employee Paperwork

Employees will not be entered into any Park District software package until all hiring paperwork and pre-employment screenings are completed and submitted to Human Resources.

- a. Entering an Employee into The Hub. The HR Assistant is responsible for creating a "reader" account for all new employees in the HelpGizmo software (known as "The Hub"). Employees will be categorized as either full-time or part-time in order to determine permission levels. After being added, employees will receive an e-mail from the system to finish setting up their account, including choosing a password. After completing this step, the employee will have access to view The Hub.

- b. Entering an Employee into MSI Payroll module. The Payroll Clerk is responsible for entering employees into the MSI Payroll module. New employees who have previously worked for the Park District will be re-assigned to their original 4-digit employee number. New employees will be assigned a new 4-digit number using an alphabetic system based on the employee's last name. Through "Employee Maintenance," demographic information, tax information, insurance information (if applicable), voluntary deductions (if applicable), direct deposit information (if applicable), and pay codes that person will be working under are entered. All of this information must be completed prior to adding the employee to TimeClock Plus.

- c. Entering an Employee into TimeClock Plus. Once an employee has been added to MSI and assigned an employee number, the Payroll Clerk may enter the employee in TimeClock Plus. Through the "Employee" section, employee information, demographic information, social security number (must be included for data to upload correctly), 4-digit employee number from MSI, and jobs are entered. Supervisors of the employee who may require access to review and approve the employee's timesheets and/or time-off requests should then be selected.