PAYROLL – Onboarding an Employee (for Management)

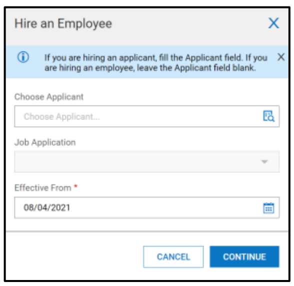
Have everything below ready to give to employees BEFORE they come in for Onboarding:

- Core Values card
- Name tag and Uniform Shirts
- Training schedule **(written down)**
- Minor forms **(if applicable – scan to HR)**
- iPay card **(if applicable – scan to HR)**
- Employee Perks card
- Logins for POS system **(if applicable)**
- Info card – Management names + phone numbers

With the new employee with you **– log into MinuteMen:**

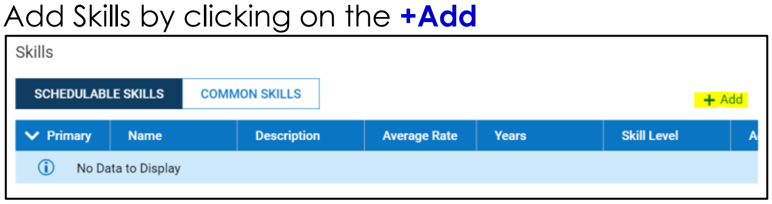
- From the 3 lines at the top left, go to the **Team Icon → HR → HR Actions → Select Available** (see below) **→ Click on Start (top right corner)**

- A box will come up – **click on Continue**



Add in the information provided by the employee – following the steps below:

- **Step 1 – Personal Information**
  - Select correct EIN (your center location)
  - Enter DOB (mm/dd/yyyy)
  - Enter Social Security # **(no dashes needed – it will auto populate)**
  - Enter Hire Date and Started Date **(these should be the same dates – their first day worked)**
    - Use the calendar icon to select the date for both Hired Date and Start Date
  - Enter employees ***Legal name***, also adding a middle initial or name even though it is not marked as required
    - (do not enter Bill for William or a nickname, and make sure capitalization is used)
  - Select Gender → **Hit CONTINUE**
- **Step 2 – Contact Information**
  - Enter Street address, Zip, City, and State (make sure capitalization is used)
  - Enter Primary Email **(you can't proceed without an email)**
  - Enter either Cell or Home Phone, then select which is the Primary Phone
  - → **Hit CONTINUE**
- **Step 3 – Labor Defaults**
  - Use dropdown and select Default Location **(your center)**
  - Use dropdown and select Default Department – select Primary Department
    - **If more than one department, you can add after the employee has been entered into the system**
  - Start typing or use the magnifying glass to select Department Manager
  - Start typing or use the magnifying glass to select General Manager
  - Add Skills by clicking on the **+Add**



- Scroll or use the arrows to get to page 2 – check the appropriate box, click on **APPLY**
    - Select Employee Type – all will be Part Time Nox-Exempt **(HR will change when Type changes)**
    - → **Hit CONTINUE**
- **Step 4 – Compensation**
    - Hourly Pay Type is the default
    - Under the word Annual - click on the **•••** under Actions, click on Edit – **don't use +Add**

Annual ▾ + Add

Effective From	Annual $	Amount $	Hours	PP	Amount Earning Autopay	Autopay Type	Actions
12/31/1900	$0.00	$0.00 / Hour	2080.00hrs / Year	52		AMOUNT	•••

- Enter Amount $ they will make per hour
        - **If the employee will have two rates, please go to theRollHouseWay.com and complete Secondary Rate Form**
    - Click on **SAVE**, then → **Hit CONTINUE**
- **Step 5 – System Profile**
    - Verify the following:
        - Pay Period Profile – make sure it doesn't say (old)
        - Pay Prep Profile – will mostly be Hourly Pay Prep
        - Security Profile – will mostly be Employee
        - Timesheet Profile – will mostly be Hourly Employees
    - Click on **SUBMIT**
    - It will ask you – **Submit HR action request?** Click on **SUBMIT**
    - A screen will pop up – **Hooray! Request submitted successfully** – click **OK**

Onboarding a New Employee –

LOGIN to MinuteMen –

Using a desktop computer or laptop, log into https://secure5.entertimeonline.com/ta/Rollhouse.login

- Username is **First.Last** name – temporary password is **Bowling####** - the #### would be the last 4 digits of their Social Security Number
- They will be asked to change their Password
- Show them how to save the link to their home screen on their phone
    - **Explain that they need to be connected to the RollHouse Wi-Fi + also explain that the app won't let them clock in any sooner than 5 minutes before their scheduled shift**
- Have them punch in + submit a change request to their actual start time
- **Let them know that they will receive an email with a welcome letter and complete information of the Web App they just added to their phone**
- Click on the Blue Bell in the upper right corner to begin your onboarding process
- Click on **My Checklists**
- Click **Open Checklists** on the 2025 New Hire Check

Step 1 – Complete your Form I9

- The first page in section 1 will need to be filled out completely with no blanks
    - If the employee does not have one of the boxes (i.e Other Last Names) then you must put a N/A in its place
- Check one of the 4 boxes labeled 1,2,3,4
- Click on **SUBMIT I9**
- A pop-up window will prompt you to enter your password to declare the form is true, correct and complete. Have the employee read the statement click the checkbox agreeing that this is correct. Enter your password then select **I AGREE**

Note: You will need to provide your Manager your supporting documentation to complete the I9 process – please ask for a list of acceptable supporting documentation.

Step 2 – Complete Federal Tax Form

- Fill in the blank boxes and follow the prompts:

- Step 1 - (c) select one of the boxes
- Step 2 – Multiple Jobs or Spouse Works – follow instructions
- Step 3 – Claim Dependents – follow instructions
- Step 4 (optional) – follow instructions

- Click on **SAVE (it will let you know of any errors to correct)** then click on **REVIEW**
- Click on **Sign & Submit**
- A pop-up window will prompt you to enter your password to declare the form is true, correct and complete. Enter your password then select **I AGREE**

Step 3 – Complete State Tax Form (make sure you select State form – it can be confusing since you just completed the Federal form)

- Click on the blue wording at the bottom of the screen "Employee's Withholding Exemption Certificate" to start process
- The top two rows will automatically fill for you
  - Complete Public school district of residence; if you know the school district # enter it, or **enter 0000 (The school district is not necessary, but something needs to go in the box)**
  - Line 1 – use the dropdown to select your exemptions
  - Line 2 – complete if applicable
  - Click on **SAVE (it will let you know of any errors to correct)** then Click on **SUBMIT**
  - A pop-up window will prompt you to enter your password to declare the form is true, correct and complete. Enter your password then select **I AGREE**
- On the left in the checklist – click on "**Mark as Complete**" to mark Step 4 complete → Click **OK**

Step 4 – Enter Direct Deposit (if you do not have a checking or savings account – please see you manager)

- Click on **+Add**
- Name, Description, Active Dates and Deposit Type can be left blank
- Use dropdown for Bank Account Type (Checking or Savings)
- Calculation Method – select one **(ask you manager for assistance if having more than one account)**
- Enter Account # **(twice)** and ABA # / Bank Routing # **(this is always 9 numbers long)**
  - **Note - any incorrect entered information will result in a $7 returned funds fee – check your numbers twice**
- Repeat the above steps if you wish to set up an additional account **(only one account can be marked Entire/Remainder)**
- On the left in the checklist – click on "**Mark as Complete**" to mark Step 4 complete → Click **OK**

Steps 5 New Hire Orientation Video

- Click on **Video**
- Have the employee watch the video in its entirety
- Return to Mmen (may have logged out)
- Click on **Sign**
- A pop-up window will prompt you to enter your password to declare the form is true, correct and complete. Enter your password then select **I AGREE**
- Click on **three dots** on the right and then click **Submit**

Steps 6 Founders Welcome Speech

- Click on **Step 6 Founder's Welcome Speech**
- Have the employee watches the video in its entirety
- Return to Mmen (may have logged out)
- Click on **Mark as Complete**
- A pop-up window will prompt you to enter your password to declare the form is true, correct and complete. Enter your password then select **I AGREE**
- Click on **three dots** on the right and then click **Submit**

Steps 7-11

- Have the employee read the displayed page
- Click **Sign**

- A pop-up window will prompt you to enter your password to declare the form is true, correct and complete. Enter your password then select **I AGREE**
- Click **Submit**

Steps 12 Auth for Background Check

- Have the employee read the displayed page
- Click **Sign**
- A pop-up window will prompt you to enter your password to declare the form is true, correct and complete. Enter your password then select **I AGREE**
- The next information is being requested from the employee's State Issued ID/Social Security Card fill in the following blanks
  - State Issued / License Number and Expiration Date / Social Security Number
- Click **Submit**

Steps 13 Onboarding – Final Steps

- Ensure the employee has received the following:
  - Training Schedule
  - Uniform Shirt & Name Tag – Explain these are required for every shift
  - Core Value Card
- Click **Sign**
- A pop-up window will prompt you to enter your password to declare the form is true, correct and complete. Enter your password then select **I AGREE**
- Click **Submit**

Finishing Steps:

- **Log into My Team → Employee Information → Search for New Hire → Click Employee Information icon**
  - If Profiles screen is not showing on Main tab – click on the Arrow to far right of screen
  - Please make sure the Profiles below are completed – if not, please update
    - **Accruals** * – select the appropriate status using the magnifying glass – always Part Time Hourly (**HR will change when the employee becomes benefits eligible)**
    - **Holidays** * – select the appropriate status using the magnifying glass – Holidays worked for hourly employees, No Holidays for salaried employees
    - **Pay Period** * - select the appropriate status using the magnifying glass
    - **Scheduler** * - select the appropriate status using the magnifying glass
    - **Timesheet** - select the appropriate status using the magnifying glass
  - Click on **SAVE** at the top right corner before doing anything else
- **From the Schedules tab**:
  - Add any additional **Skills** using the **+Add**
  - Add **Scheduled Cost Centers** by clicking on the **•••**
    - Select Cost Centers – then click Apply

  Note: Do not add anything in Managed Schedule Cost Centers

I-9 verification – you will receive an email to complete the I-9 verification of the supporting documents

- You **do not need to photocopy** their supporting docs - you will be signing that you saw the documents
  - Go to **TEAM → HR → Forms → Government Forms → I-9s**
    - Click on the pencil icon to open the form for newly hired employee
    - Review the necessary employee documents and enter information into form
    - Click **SAVE AND VERIFY (it will let you know of any errors to correct)**
  - A pop-up window will prompt you to **enter date the employee started** + your password is required to declare the form is true, correct & complete - then select **I AGREE**

Interview Packet – scan packet to Payton.Mika@theRollHouse.com

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