NCALC SCHEDULER

User Documentation

# Create Employee

In the main menu, click on the Create/Edit Employee button

Fill in all appropriate fields in this form and click on the Post button.

## FIELDS:

* EXISTING EMPLOYEES: This is not used to add an employee
* LAST: Employee’s Last Name. This is a required Field.
* FIRST: Employee’s First Name. This is a required Field.
* MI: Employee’s Middle Initial
* REGIONAL CENTER: This drop down will allow you to select which regional center is associated with this employee’s area of employment.
* PAY RATE: The Employee’s pay per hour. Do not enter values for daily/weekly/monthly/annual pay here.
* SICK LEAVE RATE: The rate at which an employee accrues sick leave. This metric is not yet defined.
* TITLE: The employee’s title with the organization
* PHONE: The employee’s phone number. Value may either be in 10 digit or 7 digit format.
* HIRE DATE: in 9/15/1999 format. If this is left blank it will default to the current day’s date.
* COMMENTS: Any additional notes about the employee can go here.

## BUTTONS:

* CREATE: This button will store all of the data entered about the employee and clear the screen.
* CLEAR: This will clear the screen of data and allow you to start over.
* CANCEL: This will clear the screen of data and return you to the Main Menu.