Add Employment Details (Employer)

Best Practices & Notes

Best Practices

- Collect and/or generate required employee information from the company's HR or payroll system reports.

Notes

- Information saves automatically when you click or tab out of the field.

- If not initially entered, the employee must complete the required fields during onboarding or enrollment.

- Review deselected fields in **Company > Settings > Optional Fields**.

Instructions

From Employee > Employment > Details

1. Enter known information in each field.

Type*	Required for ACA eligibility tracking purposes. Hours entered in ACA module are calculated for Variable-Hour, Part-Time and Seasonal employees.
Status	- Filters lists on Company > Employees - Filters in Reports
Company organization groups	For example; Location, Department, Division, and Job Class are required.
Hire Date	- Determines onboarding period. Employee completes onboarding requirements if within days determined in Company > Marketplace > Onboarding > Days to show onboarding after hire date. - Calculates benefit effective date - When importing or adding employees, validity of hire date is determined when the hire date is more than 13 years from the employee's birth date.
Scheduled Hours Per Week	- Required for plans set up with Eligibility > Min Scheduled Hours Per Week - If Employee > Employment > Details > Type is Variable Hour, calculates Scheduled Hours based on average hours in ACA > Employees for prior measurement period. - If Employee > Employment > Compensation > Compensation Type is Hourly, calculates annual compensation and Salary or Coverage - Based Benefits.

Remaining Deduction Periods	- Not required - For annual election plans like FSA Health Care, FSA Dependent Care, and Health Savings Account, calculates employees per pay cycle contribution. - Takes annual amount divided by Remaining Deduction Periods - If Pay Schedule added in Payroll > Pay Schedules, Remaining Deduction Periods disables. Remaining Deduction Periods equals remaining pay periods calculated from Pay Schedule. - If Plan > Profile > Deduction Cycle is not Employee Pay Cycle, Remaining Deduction Periods remains enabled and must be entered. Manually determine number of deduction periods remaining and enter as Remaining Deduction Periods.
EID	Use employee SSN or identifier for payroll
Manager	- Not required - For EaseHR workflows and organization chart
HR Manager	- Not required - EaseHR workflows and organization chart
Sick Hours	Not required

	• [Compensation Statements](#) multiply Sick Hours by hourly compensation
Personal Hours	• Not required • [Compensation Statements](#) multiply Personal Hours by hourly compensation
Overtime Status	• Not required

End of Procedure