

Adding new employees

FOLLOW THESE STEPS TO REGISTER NEW TEAM MEMBERS IN YOUR EMPLOYEE DIRECTORY

Adding new employees



In the **Admin** section, select the **Employees** tab.

The screenshot shows the Aprio Admin interface. On the left sidebar, the 'Admin' icon (a gear) is highlighted with a red box. The main content area has a navigation bar with tabs: 'Companies', 'Entities', 'Locations', 'Users', and 'Employees'. The 'Employees' tab is selected and highlighted with a red box. Below the tabs, there is a search bar with the placeholder text 'Search Name'. To the right of the search bar, there is a toggle switch for 'Show inactive companies' and a 'Columns' button. Below these, there is a table with the following columns: 'Name', 'Owner Name', 'Payroll Processor', 'Location States', 'Industry', and 'Date Added'. The table contains one row with the following data: 'APRIO DEMO CLIENT', 'APRIO CLIENT', 'KS, MI, MN, OR', 'Food Preparation and Serving Related Oc...', and '05/07/2026'. At the bottom of the table, there is a 'Dense' toggle switch and a 'Rows per page' dropdown set to '25'. The '1-1 of 1' indicator is also visible.

Select Terminated in the **Status** filter.

The screenshot shows the Aprio Admin interface with the 'Employees' tab selected. In the left sidebar, the 'Admin' icon is highlighted. The main content area has a navigation bar with tabs: 'Companies', 'Entities', 'Locations', 'Users', and 'Employees'. The 'Employees' tab is selected. Below the tabs, there is a search bar with the placeholder text 'Search Employee'. To the left of the search bar, there is a 'Tasks' dropdown menu and a '+ Add Employee' button, both highlighted with red boxes. Below the search bar, there is a 'Status' filter dropdown menu showing '3' items. To the right of the 'Status' filter, there is a 'More filters' button. Below the 'Status' filter, there is a list of active filters: 'Status: Active', 'Status: New Hire', and 'Status: Hold'. A 'Clear All' button is also visible.

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Fields marked with an asterisk (*) are mandatory.

The required fields are **Location** and **Department**, along with the Employee Information fields **Legal First Name**, **Legal Last Name**, **Phone Number** and **Email**, as well as the Employment Information field **Hourly Pay Rate**.

Every other Employee Information and Emergency Contact field is optional.

New Hires can modify any details you enter, with the exception of Employment Information.

Notification Preferences are set to Email, SMS, and Push Notifications by default, though the new hire may update these settings during onboarding.

After entering all mandatory details, click **Add Employee**.

Add an employee

View History

Location *

Department *

Employee Information

Basic personal details and contact information

Employment Information

Job details, pay rate, and work preferences

Direct Deposit Info

Bank account details for payroll

Emergency Contact Info

Person to contact in case of emergency

Notification Preferences

How the employee prefers to receive updates

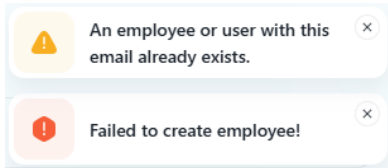
Cancel

Add Employee

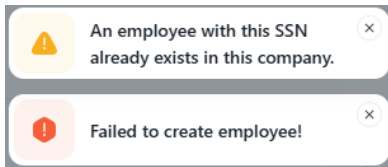
Important reminders



Every new employee must be registered with their own email address.



Each employee must have a distinct Social Security Number (SSN).



To reactivate a rehired employee, select "Rehire Employee" from their previous records.

