

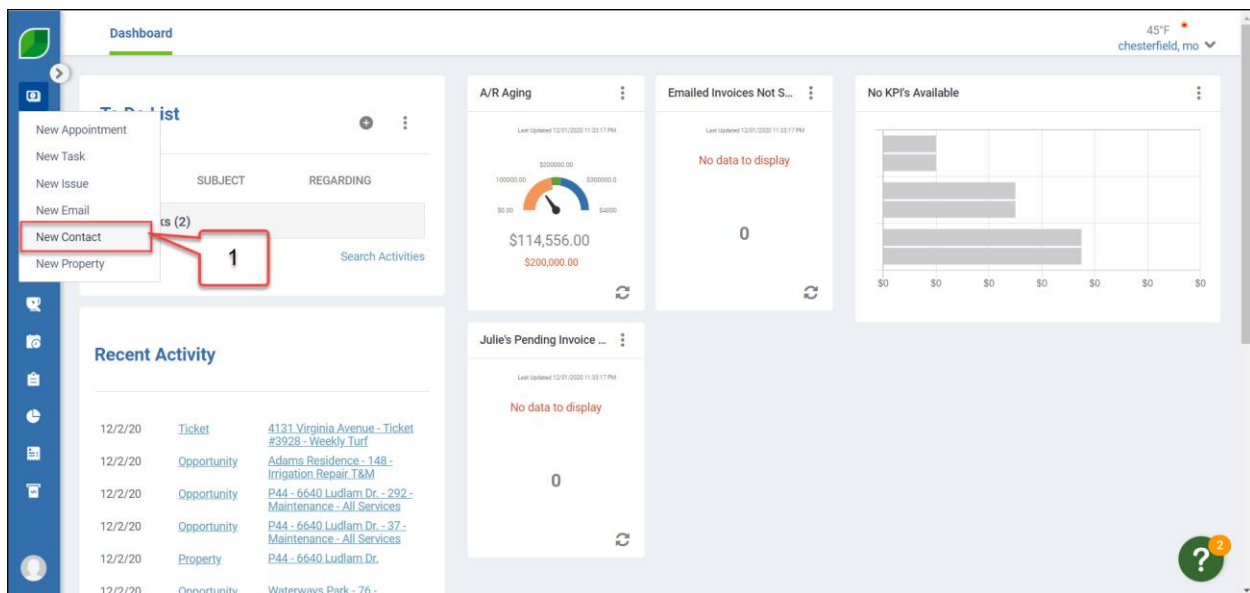
## Creating a New Crew Employee Contact

Purpose: Creating a contact for an employee who will be a crew leader or laborer on a crew who will be accessing Aspire only via Mobile Time. To create a user account for an employee who will be using more of the system, go to article: [Creating a User](#).

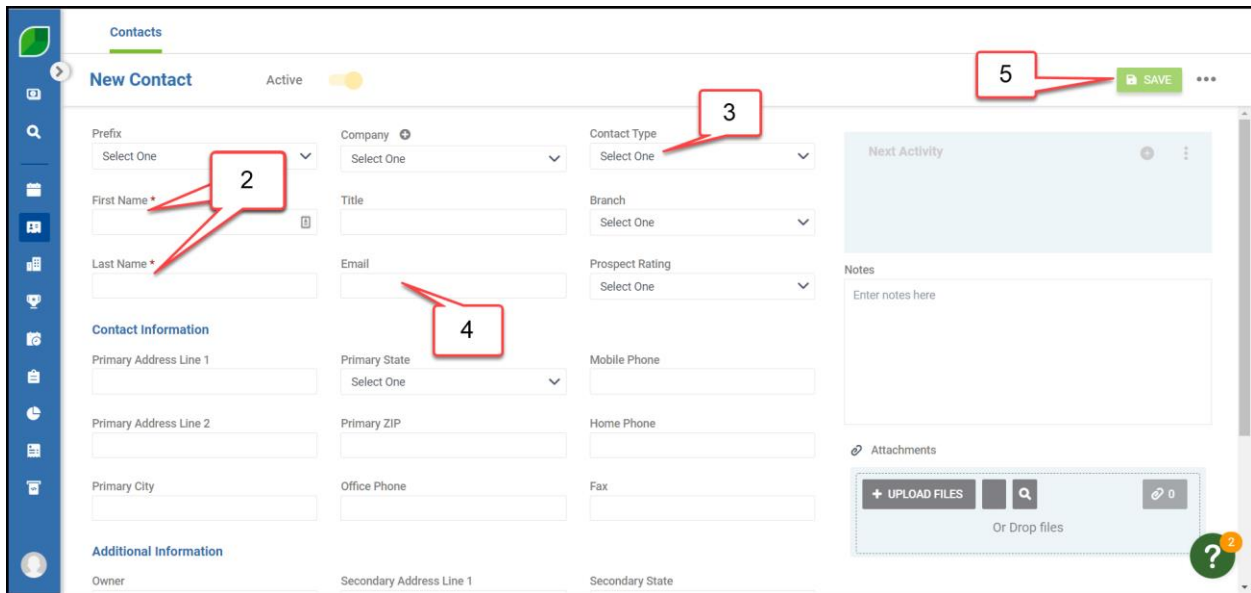
### Prerequisites:

1. System Admin or Branch Admin
2. Role Access—Add Contacts

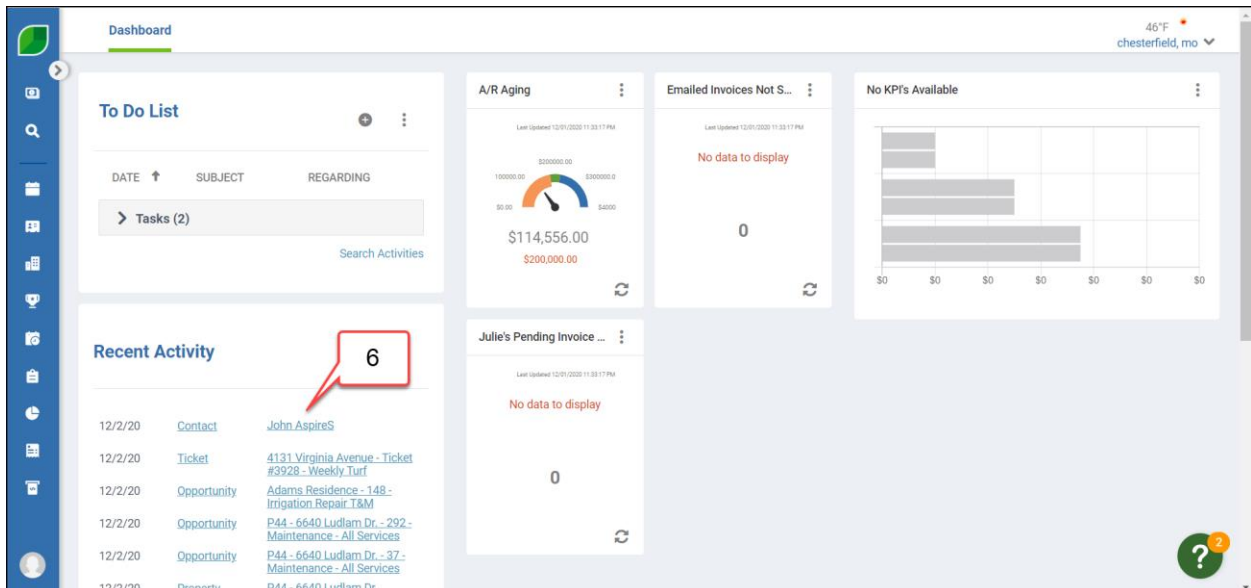
To create a new Employee, follow these steps:



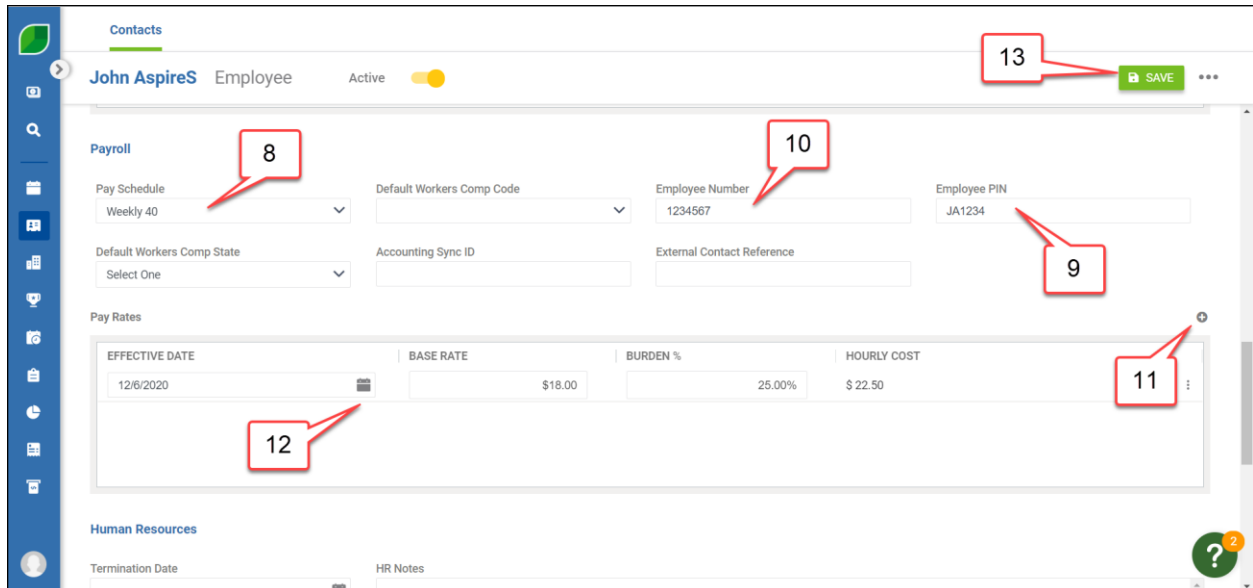
1. Click the Quick Menu icon  and select New Contact



2. Enter in a First Name and Last Name.
3. Select Employee for Contact Type.
4. Enter in an email address.  
*Note: the email address does not have to be real and is not required for laborers.*
5. Press Save.



6. Go back into the new Employee Contact Record.



Contacts

John Aspires Employee Active ON 13 SAVE ...

Payroll 8

Pay Schedule: Weekly 40 10

Default Workers Comp Code: 1234567

Employee Number: 1234567

Employee PIN: JA1234 9

Default Workers Comp State: Select One

Accounting Sync ID: External Contact Reference

Pay Rates 11

| EFFECTIVE DATE            | BASE RATE | BURDEN % | HOURLY COST |
|---------------------------|-----------|----------|-------------|
| 12/6/2020 <span>12</span> | \$18.00   | 25.00%   | \$ 22.50    |

Human Resources

Termination Date: HR Notes ?

7. Scroll down to the Payroll section.
8. Pick the Employee's Pay Schedule.
9. Enter in the Employee PIN.

*Note: Aspire recommends using a naming convention for developing pins and passwords. Examples: use the employee's ID #, last four of their social security #, or first two letters of their first name, and first four letters of their last name—Tom Smith - tosmi*

10. Enter in the Employee's Number from the company's payroll system.
11. Click on the Add a Pay Rate, the Grey Plus +.
12. Enter in the employee's Effective Date, Base Rate, and Burden %. Hourly Cost will populate automatically.

*Note: Effective Date should be the Sunday before the start of the work week for a new hire.*

13. Press Save.