

Onboarding Final Steps:

There are just a couple final screens that need to be updated after the employees are launched into Web Pay.

- Pay>Tax Setup>Manage Tax Setup
 - Retirement Plan (full time employees only)
 - Add KC Earnings Tax if necessary

Federal Income Tax (FITW)

Tax	Filing Status	Dependents	Other Income	Deductions	Type	Amount	Percentage	Pre-Filled W-4
FITW - Federal Income Tax	Married	\$2,000.00	\$0.00	\$0.00	Default	Default	Default	View

State and Local Taxes

<input checked="" type="checkbox"/>	Tax Code	Filing Status	Exemptions 1	Exemptions 2	Type	Amount	Percentage
<input type="checkbox"/>	MO - Missouri SITW	Single	0	0	Default	Default	Default
<input type="checkbox"/>	MODSC - Missouri SITW Discount	N/A	N/A	N/A	Default	Default	Default
<input type="checkbox"/>	MO-KAN1 - Kansas City_MQ	N/A	N/A	N/A	Default	Default	Default

[Delete](#) [Verify Tax Setup](#)

Additional Tax Information

SUI State: MO
 Tax Form: W2
 1099R Distribution Code: -- Select --

Retirement Plan Statutory
 SSN / FEIN:
 943 Agricultural Employee

[Show](#)

- Time Off>Setup>Manage Time Off Setup
 - Add Time Off Types
 - Bereavement
 - VACXX (PRSXX)
 - SICXX (TCHXX)

< Manage Time Off Setup

Christen Cota Active
 Pastoral Associate II [558]
 Employed since 7/27/2020

Setup & Balance

• Hours Per Work Day: 8.0000 Override?


[Save](#)

Time Off Types

<input checked="" type="checkbox"/>	Type /	Start Date	Used Hours / Days	Available Hours / Days	Used \$	Available \$	Length Of Service
<input type="checkbox"/>	SIC40 - Sick 40hr/wk Employee	07/27/2020	0.00 Hours	0.00 Hours	\$0.00	\$0.00	07/27/2020
<input type="checkbox"/>	VAC40 - Vacation-40hr/wk Employee	07/27/2020	0.00 Hours	0.00 Hours	\$0.00	\$0.00	07/27/2020

[Add](#) [Delete](#) [Cancel](#)

- Personal>Additional Fields>Edit Additional Fields
 - Shared Employee: No
 - Benefit Deduction Months: 12
 - Benefit_Custom1: No
 - Benefit_Custom3: 12
 - # Months Worked: 12

 **Christen Cota** Active
Pastoral Associate II [558]
Employed since 7/27/2020

Shared Employee


Shared Location


Benefit Deduction Months


Benefit_Custom1

Benefit_Custom2

Benefit_Custom3

Ordination Date 

Last Day Worked 

Benefit_Custom4 

Teacher Step

Months Worked

- Web Time Settings: Personal>Access>Edit Time & Labor Access

< ZTEST, Ginger [8926] >
415 Employees
Close

Ginger ZTEST Leave
 Teacher Kansas City Metro BA [8926]
 On leave since 8/11/2020

Private Data
Hide Show

Employment Pay **Personal** Time Off Benefits Career

Contact **Access** Additional Fields Confidential

Current Assignments
[Diocese of KCS] Chancery] Diocese of Kansas City-St. Joseph - N9142

User Access

[Edit User Account](#)

Username ZTEST2	Account Enabled Yes
Account Deactivation Date —	Locked Out No

SSO Integrations

[Edit SSO Integrations](#)

Partner	Entity	User	Linked By
bswft	DIOKCS]	N9142-892600	jehr

Time & Labor Access

[Edit Time & Labor Access](#)

Allow clock in / clock out through web	Feature Access Template User Access Only
Mobile Policy —	IP Access Policy Unlimited Access
Permission to Manager Groups —	

Time Sheet Submittal

Allow Employee to submit time sheet for:

Clock in / clock out time — / —	Default non-worked hours to paid — / —
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Attendance Tracking

Track Attendance Only	Shift Length — Minutes
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