

Fill in all the steps and click Next. Below you find a list of points of attention in the data record.

! *It is important to follow the steps as indicated.*

- 1** **Personal data:**
the selected language will define the HRo language for the employee.
- 2** **Permanent address:**
indicate the word «Street or Avenue»... and enter a valid zip code.
- 3** **Contractual data:**
in case of a fixed term contract, choose **Fixed term** [2].
- 4** **Bank details:**
if payment is not made in cash, the IBAN of the employee is mandatory. The amount must be entered depending on the bank country.
- 5** **Planned work time:**
consider changing the schedule if the employee follows a specific schedule. In the case where the schedule is deleted, it is important to mention it.
- 6** **Basic contract:**
click **Add** to enter the amount of gross wages of the employee, then **Save**. Level: Default value.
- 7** **Assignment of a cost center :**
with or without analytical ventilation.
- 8** **Recurring payments / reductions:**
encode recurring payments / discounts such a meal vouchers, function cars,...
! *Remember to prorate for contracts during the month.*
- 9** **Manage contract dates:**
change the seniority date if necessary and click **Save**.
- 10** **Legal data:**
manually fill in the tax data (employee tax card) and his Social Security number.
- 11** **E/S declarations:**
Enter the CITP code corresponding to the function of the new employee (EX 4110 = Office worker).
- 12** **Communication:**
This step allows you to enter the email allowing the sending of payslips, but also the activation of the account.
Must therefore :
1 : fill in the email
2: Tick Active User if you want to activate the Employee Self Service for this person
3: do not enter anything in Favorite User> if empty = email address.
- 13** **Balance of paid vacation and recovery public holiday the current year :**
based on the dates of the contract and the rolling schedule chosen.