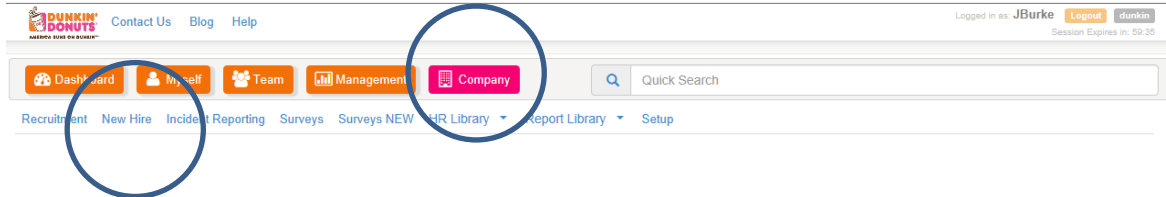


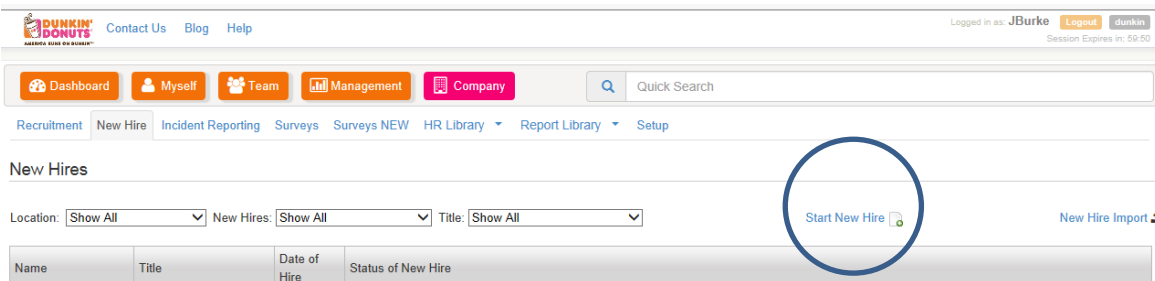
Entering a New Hire into Stratex

Click on “Company” tab

Click on “New Hire” tab



Click on “Start New Hire”



Complete the New Employee information

Original Hire Date = The ACTUAL 1st day the employee will begin work in the store (never allow this to cross over to a new month, if a new calendar month will come before new hire will start wait to enter the new hire in the system as you pay a monthly fee per employee)

A screenshot of the 'Create New Employee' form in the Stratex dashboard. The form contains several fields: 'FEIN *', 'Position *', 'Work Tax Location *', 'Salary Type *', 'Annual Salary', 'Payroll Salary', 'Hourly Rate', 'Pay Period Hours', 'New Hire Template', 'First Name', 'Middle Name', 'Last Name', 'Social Security Number', and 'Original Hire Date'. The 'Original Hire Date' field is circled in blue and contains the value '2017-08-23'. There are 'Submit' and 'Cancel' buttons at the bottom right.