

# New Hire Set Up Guide

## Paychex Flex Onboarding:

- Log into Paychexflex.com from a computer (cannot use phone)
- Click Hiring
- Click Workers
- Click Add a Worker

### First Page

- Fill out all required personal information for the new hire
- Position: Team Member (most of the time)
- Overtime Exempt: No
- Part-Time/Full Time: Part-Time
- Location: Store #
- Hiring Manager: Your Name
- Click Send Invite and will load a new page

### Second Page

- Signing Manager: Your Name
- Onboarding Process: Onboarding Process for Team Members
- Click Continue and will load a new page

### Final Page

- Would you like to send this email to the applicant: Yes
- You will see a pop-up that says invite sent successfully
- Scan their new hire documents (Photo ID and either Social Security Card or Birth Certificate)
- Email documents to Erika Asseff @ [eea1028@gmail.com](mailto:eea1028@gmail.com) with the subject line containing: New Hire Documents, their name, and the store # (Example: New Hire Documents for John Smith #12345)

**Do not do anything else until you verify that they are fully hired into Paychex as you need their Paychex ID to enter them into Team Access!**

**Subway Team Access Onboarding:**

- Log into Subway.com
- Scroll to bottom of the website and click Partners: The Feed
- Drop down Technology and Click Team Access (Under In-Restaurant Technology)
- Launch Team Access
- Use the Employees drop-down menu and click New Employee

**First Page**

- Person Summary: Enter all Required Fields marked with \* (Username should be: store # - first and last name —**Example:** 12345-johnsmith and the Password should be: SubwayStore# --**Example:** Subway12345)
- Click Save button on bottom left

**Second Page**

- Restaurant Assignments: Click both Home Restaurant and Assign as it will default to the first store on the list
- Click Save button on bottom left

**Third Page**

- Application Permissions: Select POS Permissions
- Click Save button on bottom left

**Final Page**

- POS Profile: Enter all Required Fields marked by \*
- POS Permissions for this Restaurant: On
- POS Security Permissions: Level 3
- Employment Date: Start Date
- SubwayPOS User ID: **PAYCHEX ID**
- SubwayPOS Password: **PAYCHEX ID**
- Create Master Template: Checked
- Click Save button on bottom left

### Go to the POS Terminal

- Click Restaurant Functions, Labor, Team Access Configuration, and **Sync**. Then click Employees, Edit, find the new employee's name, Edit, put \$11 for pay rate, and Save.

## Subway Live IQ Onboarding:

- Log into Subway.com
- Scroll to bottom of the website and click Partners: The Feed
- Drop down Operations and click Live IQ (under In Restaurant)
- Launch Live IQ
- Drop down Reporting and click Labor
- Click Employee Maintenance
- Click Add New Employee button on bottom right of screen

### Personal Section

- Title, First Name, Last Name, and Date of Birth

### Contact Details Section

- Home phone number, and Email address

### Employment Section

- Payroll number: Store #-clock in # **PAYCHEX ID**, Position (usually will be Junior Sandwich Artist)
- Click the green Hire button on bottom right of section
- Click correct hire date
- Click the Check Mark under Action

### Allocated Stores Section

- Click Add button
- Primary Store: Yes
- Store: Store #
- Clerk ID: click Manually Enter **PAYCHEX ID**
- Select Start Date
- Click the Check Mark under Action

### Pay Rates Section

- Hourly Rate: 11.00
- Pay Rate Type: Standard
- Start Date: Start Date
- Click Check Mark under Action

Click Create & Edit button on bottom right of screen