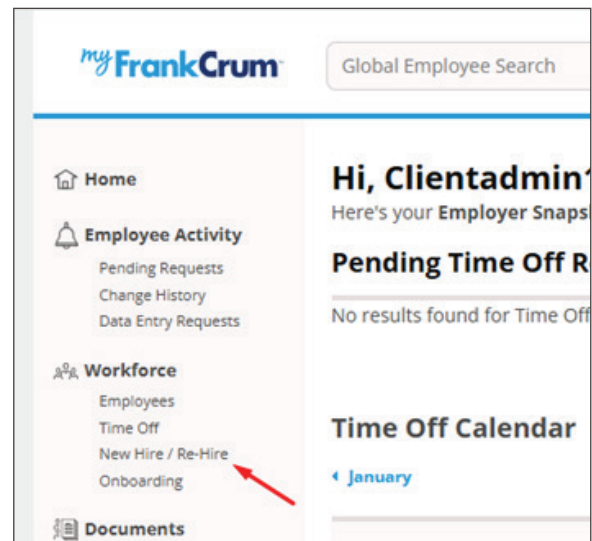


ER Onboarding Instructions:

Once your employee has completed the employee portion of onboarding,
login to your admin account in: <https://mfc.frankcrum.com/login>

1. Navigate to the New Hire/Re-Hire menu



2. On tab 1, Start: Select the employee from the list on the bottom of the screen and select the icon indicated in the screenshot to open the employee's record.

Note, if an employee is not listed, then they have not completed the EE portion of onboarding.

New Hire / Re-Hire
Please fill out all the required fields. Your work here will only be saved when you finish the process.





1. Start 2. Personal 3. Job/Payroll 4. Deductions 5. Taxes 6. Direct Deposit Accounts 7. Employment Forms 8. Summary

To begin, please enter:

EMPLOYEE SSN

DATE OF BIRTH

Or use Employee Import:

Name	DOB	SSN	State	Job	Source	
Katie Smith	06/02/1981	XXX-XX-5206	FL	Onboarded		 
Test Matt	01/01/2000	XXX-XX-4987	FL	Onboarded		 

3. On tab 2, Personal: Review the information and click **“Next”** once finished.

New Hire / Re-Hire
Please fill out all the required fields. Your work here will only be saved when you finish the process.

1. Start 2. Personal 3. Job/Payroll 4. Deductions 5. Taxes 6. Direct Deposit Accounts 7. Forms 8. Summary

*** Indicates Required Field**

Identity

EMPLOYEE SSN* [REDACTED]
DATE OF BIRTH* 01/01/2000
FIRST NAME* Test
MIDDLE NAME
LAST NAME* Mutt
SUFFIX

Address

ADDRESS LINE 1* 100 S Missouri Ave
ADDRESS LINE 2 (APT/LOT/BOX)
CITY* Clearwater
STATE* Florida
ZIP CODE* 33756-5763

Other

PREFERRED NAME
GENDER* Male
MARITAL STATUS Please Select
ETHNIC ID Not specified
HOME PHONE
WORK PHONE
WORK EXT.
PERSONAL MOBILE 727-799-1229
HOME EMAIL
WORK EMAIL

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4. On tab 3, Job/Payroll: Fill in all required fields and any other field your company utilizes.

Any field marked with a red* are required fields.

Click **“Next”** when completed.

1. Start 2. Personal 3. Job/Payroll 4. Deductions 5. Taxes 6. Direct Deposit Accounts 7. Forms 8. Summary

*** Indicates Required Field**

Employee Information

SUPERVISOR ID Please Select
JOB GROUP* [REDACTED]
WIC CODE* 8810 - 8810
SOC CODE
LOCATION* 9700B - MANAGEMENT ANAL.
HIRE SOURCE Please Select
I-9 VERIFIED Yes
PERF. REVIEW DATE* 02/21/2025
SALARY REVIEW DATE* 02/21/2025
EMPLOYEE TYPE* Regular
FLSA STATUS* Non Exempt

DEPARTMENT* Please Select
COST ITEM* Z - NONE
CLIENT PROJECT* Z - NONE
PROJECT Please Select
EMPLOYEE NUMBER* 65
FRANK CRUM START DATE* 02/21/2025
SENIORITY DATE* 02/21/2025
TIME CLOCK ID
JOB TITLE

Wage Information

HOURLY/SALARIED* Hourly
FULL/PART TIME* Full Time
PAY RATE PER HOUR 20.0000
ANNUAL SALARY \$1,601.60
PAY GROUP* [REDACTED]
SCHEDULED HOURS* 86.67
EARNINGS GROUP* [REDACTED]
DEDUCTION/BENEFIT GROUP* [REDACTED]
BENEFITS CLASS
BENEFITS CLASS EFFECTIVE DATE MM/DD/YYYY

OTHER RATE 1 0
OTHER RATE 2 0
OTHER RATE 3 0
OTHER RATE 4 0
PAY FREQUENCY Semi-Monthly
☐ Pay Automatically
☒ Electronic w-2

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- 5. On tab 4, Deductions:** If you have deductions that can be managed in MFC, they will display here.

Only add a start date for a deduction, if the employees will have a deduction, otherwise, leave all fields blank.

If no deductions are needed, you can skip this step by clicking **“Next.”**

New Hire / Re-Hire
Please fill out all the required fields. Your work here will only be saved when you finish the process.

1. Start 2. Personal 3. Job/Payroll 4. **Deductions** 5. Taxes 6. Direct Deposit Accounts 7. Forms 8. Summary

* Indicates Required Field

DEDUCTION CODE	START DATE *	STOP DATE	EMPLOYEE AMOUNT *	EMPLOYER AMOUNT
ADV - ADVANCE	MM/DD/YYYY	MM/DD/YYYY	\$ 0.00	\$ 0.00
ADV6 - ADVANCE	MM/DD/YYYY	MM/DD/YYYY	\$ 0.00	\$ 0.00

Previous Next Cancel New Hire Process

- 6. On tab 5, Taxes:** Completed Federal W4 and any state tax forms can be downloaded for internal record keeping as needed, then click **“Next”**.

1. Start 2. Personal 3. Job/Payroll 4. Deductions 5. **Taxes** 6. Direct Deposit Accounts 7. Forms 8. Summary

Uploaded Documents

Name	Uploaded/Edited	Actions
DE 4 PDF	02/21/2025	Download
W-4 PDF	02/21/2025	Download

Tax Forms
UPLOAD TAX FORMS IN PDF FORMAT. (File upload cannot exceed 10MB)
Choose File CLICK CHOOSE FILE TO UPLOAD TAX FORMS

Federal Income Tax
FILING STATUS: Single Or Married Filing Separately
Has two jobs: ☐
CHILDREN UNDER 17 AMOUNT (1 - PART 1): 6,000
OTHER DEPENDENTS AMOUNT (1 - PART 2): 0
OTHER INCOME (AG): 0
ADDITIONAL DEDUCTIONS (AG): 0
EXTRA WITHHOLDING (AG): 0
☐ Employee claims exemption from withholding

CA State Withholding Tax (Work-In)
FILING STATUS: Single/Unmarried 2 Or More Income
ALLOWANCES/EXEMPTIONS: 0
ADDITIONAL ALLOWANCES AMOUNT: 0
ADDITIONAL WITHHOLDING AMOUNT: 0
☐ Employee claims exemption from withholding

FL State Withholding Tax (Resident)
FILING STATUS: Single
ALLOWANCES/EXEMPTIONS: 0
ADDITIONAL EXEMPTIONS: 0
ADDITIONAL WITHHOLDING: 0

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- 7. On tab 6, Direct Deposit Accounts:** The direct deposit information entered by the employee will display and a copy of the completed direct deposit form can be downloaded for internal record keeping, if needed. Click **“Next”**.

New Hire / Re-Hire
Please fill out all the required fields. Your work here will only be saved when you finish the process.

1. Start 2. Personal 3. Job/Payroll 4. Deductions 5. Taxes 6. **Direct Deposit Accounts** 7. Forms 8. Summary

Direct Deposit Accounts

Addition Financial	Checking	123456789	123456789101112	Remaining Balance
BANK NAME	ACCOUNT TYPE	ROUTING #	ACCOUNT #	ROLE
Name	Uploaded/Edited	Actions		
Direct_Deposit_Form.PDF	02/19/2025	Download		

Please note that an invalid account and/or routing number may result in a \$7.00 reprocessing fee.
A paper check will be issued for the remaining balance when Deposit Rules Per Check Total >= Than 100%

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8. On tab 7, Forms: Click on the **“Start”** icon to complete the Employer portion of the I9. If needed, a copy of the I9 with the employee’s portion can be downloaded.

9. Complete all required fields for completing Section 2 of the I9, which include:

- Completing List A or List B & C document information
 - Select the appropriate documents from the drop-down list
 - Complete all required fields
 - For more information regarding I-9 acceptable documents, click the blue link listed on this page.
- First Date of Employment
- Employer’s Business Name
- Last Name, First Name, and Title of Authorized Representative
- Signature of Authorized Representative
- Today’s date

List A:

List B & C:

10. Click **“Submit”** once all information has been entered.

- 11.** Once completed, the page will be redirected to tab 7, Forms. The completed I9 can be downloaded for record keeping. Click **“Next”** to continue.

New Hire / Re-Hire
Please fill out all the required fields. Your work here will only be saved when you finish the process.

1. Start 2. Personal 3. Job/Payroll 4. Deductions 5. Taxes 6. Direct Deposit Accounts 7. **Forms** 8. Summary

Company Employment Forms
Employee Documents

Name	Uploaded/Edited	Actions
FC_Application_Packet.PDF	02/21/2025	
I9.PDF	02/21/2025	

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- 12.** On tab 8, Summary: This is a summary page, review employment information for accuracy and click **“Finish”** at the bottom of this page.

New Hire / Re-Hire
Please fill out all the required fields. Your work here will only be saved when you finish the process.

1. Start 2. Personal 3. Job/Payroll 4. Deductions 5. Taxes 6. Direct Deposit Accounts 7. Forms 8. **Summary**

Summary
You are almost done. Please review the information below. By submitting this information to FrankCrum you are digitally signing the application form.

I9.PDF	I-9
FILE NAME	FORM TYPE

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