

# Instrucciones de integración para empleadores:

Una vez que su empleado haya completado la parte correspondiente al empleado en el proceso de integración, inicie sesión en su cuenta de administrador en: <https://mfc.frankcrum.com/login>

1. Vaya al menú de Nuevas contrataciones/Recontrataciones (New Hire/Re-Hire)

The screenshot shows the myFrankCrum dashboard. On the left, there is a sidebar with 'Home', 'Employee Activity' (Pending Requests, Change History, Data Entry Requests), 'Workforce' (Employees, Time Off, New Hire / Re-Hire, Onboarding), and 'Documents'. The 'New Hire / Re-Hire' option is highlighted with a red arrow. The main content area on the right shows a greeting 'Hi, Clientadmin', a 'Pending Time Off R' section with a note 'No results found for Time Off', and a 'Time Off Calendar' for 'January'.

2. En la pestaña 1, "Start" (Inicio):  
Seleccione al empleado de la lista en la parte inferior de la pantalla y haga clic en el ícono indicado en la captura de pantalla para abrir el expediente del empleado.

\*Nota: si un empleado no aparece en la lista, significa que no ha completado su parte del proceso de integración.\*

The screenshot shows the 'New Hire / Re-Hire' form. It has tabs at the top: 1. Start, 2. Personal, 3. Job/Payroll, 4. Deductions, 5. Taxes, 6. Direct Deposit Accounts, 7. Employment Forms, 8. Summary. The 'Start' tab is selected. Below it, it says 'To begin, please enter:' with fields for 'EMPLOYEE SSN\*' and 'DATE OF BIRTH\*'. A 'Next' button is to the right. Below that, it says 'Or use Employee Import:' with an 'Import File' button (highlighted with a red box and arrow). A table shows employee data: Katie Smith (Onboarded) and Test Matt (Onboarded). Each row has a green 'Import' button and a trash can icon.

- 3.** En la pestaña 2, "Personal": Revise la información y haga clic en "Next" ("Siguiente") una vez terminado.

**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*	123-45-6789	ADDRESS LINE 1*	100 S Missouri Ave
DATE OF BIRTH*	01/01/2000	ADDRESS LINE 2 (APT/LOT/BOX)	
FIRST NAME*	Test	CITY*	Clearwater
MIDDLE NAME		STATE*	Florida
LAST NAME*	Matt	ZIP CODE*	33756-5763
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		WORK PHONE	
GENDER*	Male	WORK EXT.	
MARITAL STATUS	Please Select	PERSONAL MOBILE	727-799-1229
ETHNIC ID	Not Specified	HOME EMAIL	
HOME PHONE		WORK EMAIL	

**Buttons**

Previous Next

- 4.** En la pestaña 3, "Job/Payroll" (Trabajo/Nómina): Complete todos los campos obligatorios y cualquier otro campo que su empresa utilice.

Todos los campos marcados con un asterisco rojo\* son obligatorios.

Haga clic en "Next" cuando haya terminado.

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	DEPARTMENT*	Please Select
JOB GROUP*	12345	COST ITEM*	Z - NONE
W/C CODE*	8810 - 8810	CLIENT PROJECT*	Z - NONE
SOC CODE		PROJECT	Please Select
LOCATION*	977908 - MANAGEMENT ANALYST	EMPLOYEE NUMBER*	65
HIRE SOURCE	Please Select	FRANK CRUM START DATE*	02/21/2025
I-9-VERIFIED	Yes	SENIORITY DATE*	02/21/2025
PERF. REVIEW DATE*	02/21/2025	TIME CLOCK ID	
SALARY REVIEW DATE*	02/21/2025	JOB TITLE	
EMPLOYEE TYPE*	Regular		
FLSA STATUS*	Non Exempt		

**Wage Information**

HOURLY/SALARIED*	Hourly	OTHER RATE 1	0
FULL/PART TIME*	Full Time	OTHER RATE 2	0
PAY RATE PER HOUR	20.0000	OTHER RATE 3	0
ANNUAL SALARY	40000.00	OTHER RATE 4	0
PAY GROUP*	12345	PAY FREQUENCY	Semi-Monthly
SCHEDULED HOURS*	86.67	Pay Automatically	<input type="checkbox"/>
EARNINGS GROUP*	12345	Electronic W-2	<input type="checkbox"/>
DEDUCTION/BENEFIT GROUP*	12345		
BENEFITS CLASS			
BENEFITS CLASS EFFECTIVE DATE	MM/DD/YYYY		

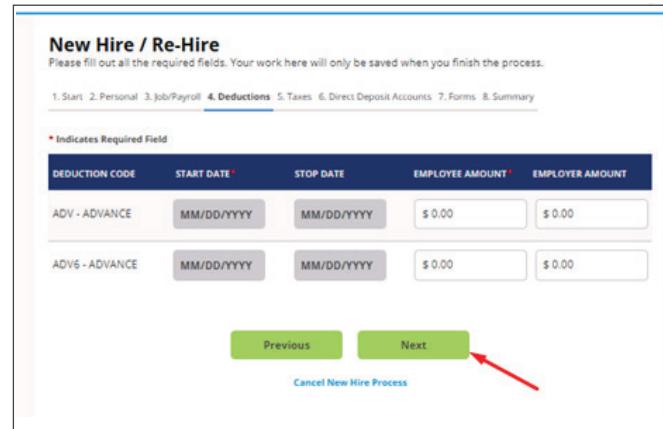
**Buttons**

Previous Next

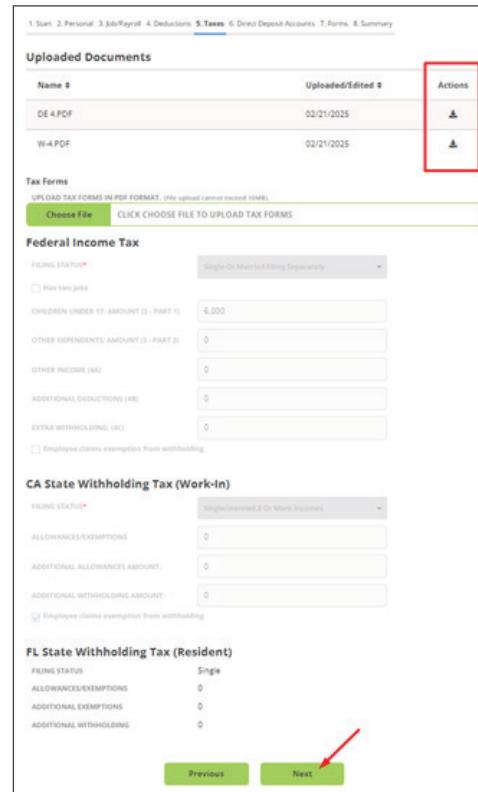
**5. En la pestaña 4, "Deductions" (Deducciones):**  
Si tiene deducciones que se pueden administrar en MFC, aparecerán aquí.

Solo agregue una fecha de inicio para una deducción si el empleado tendrá una deducción; de lo contrario, deje todos los campos en blanco.

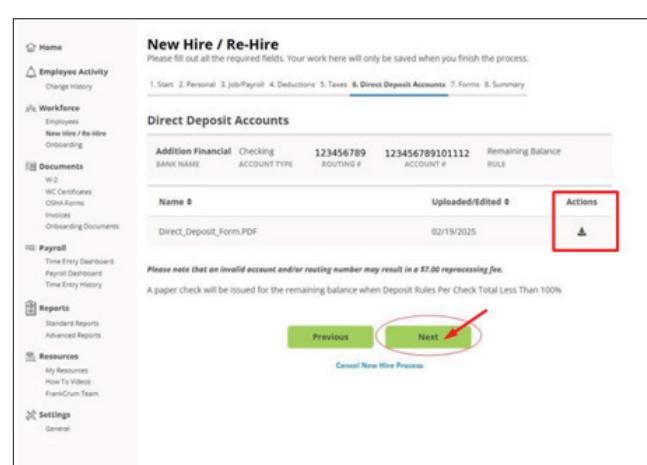
Si no se necesitan deducciones, puede omitir este paso haciendo clic en **"Next."**



**6. En la pestaña 5, "Taxes" (Impuestos):**  
El Formulario federal W-4 completado y cualquier formulario de impuestos estatal se pueden descargar para mantener en sus registros internos si es necesario, luego haga clic en **"Next."**



**7. En la pestaña 6, "Direct Deposit Accounts" (Cuentas de depósito directo):** Se mostrará la información de depósito directo ingresada por el empleado, y se puede descargar una copia del Formulario de Depósito Directo completado para sus registros internos si es necesario. Haga clic en **"Next."**



- 8. En la pestaña 7, "Forms" (Formularios): Haga clic en el ícono de "Start" ("Iniciar") para completar la parte del empleador del Formulario I-9. Si lo necesita, puede descargar una copia del I-9 con la parte del empleado.**

**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	03/26/2025	
I9.PDF	03/26/2025	

**Previous** **Next** **Cancel New Hire Process**

- 9. Complete todos los campos obligatorios de la Sección 2 del Formulario I-9, los cuales incluyen:**

A. Completar la información de los documentos de la Lista A o de las Listas B y C

1. Seleccione los documentos apropiados del menú desplegable
2. Complete todos los campos obligatorios
3. Para más información sobre los documentos aceptables para el I-9, haga clic en el enlace azul que aparece en esta página.

- B. Primera fecha de empleo
- C. Nombre comercial del empleador
- D. Apellido, nombre y cargo del representante autorizado
- E. Firma del representante autorizado
- F. Fecha de hoy

**Lista A:**

**I9 Employer Verification information**

Select list of documents  
[Learn more about I-9 acceptable documents here](#)

List A  List B & C

**List A**

**Document 1**

DOCUMENT TITLE\*

ISSUING AUTHORITY\*

DOCUMENT NUMBER\*

There is no document number

EXPIRATION DATE\*

There is no expiration date

**Document 2 (if any)**

**Document 3 (if any)**

Check here if you used an alternative procedure authorized by DHS to examine documents

FIRST DAY OF EMPLOYMENT\*

EMPLOYER'S BUSINESS NAME\*

**Employer or Authorized Representative**

LAST NAME\*

FIRST NAME\*

TITLE

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

SIGNATURE OF EMPLOYER OR AUTHORIZED REPRESENTATIVE\*

TODAY'S DATE\*

Required

**Submit**

**Listas B y C:**

**I9 Employer Verification information**

Select list of documents  
[Learn more about I-9 acceptable documents here](#)

List A  List B & C

**List B Document**

DOCUMENT TITLE\*

ISSUING AUTHORITY\*

DOCUMENT NUMBER\*

There is no document number

EXPIRATION DATE\*

There is no expiration date

Check here if you used an alternative procedure authorized by DHS to examine documents

FIRST DAY OF EMPLOYMENT\*

EMPLOYER'S BUSINESS NAME\*

**Employer or Authorized Representative**

LAST NAME\*

FIRST NAME\*

TITLE

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

SIGNATURE OF EMPLOYER OR AUTHORIZED REPRESENTATIVE\*

TODAY'S DATE\*

Required

**Submit**

- 10. Haga clic en "Submit" ("Enviar") una vez que haya ingresado toda la información.**

- 11.** Una vez completado, la página se redirigirá a la pestaña 7, "Forms" (Formularios). Puede descargar el Formulario I-9 completado para sus registros. Haga clic en **"Next"** para continuar.

**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.** En la pestaña 8, "Summary" (Resumen): Esta es una página de resumen. Revise la información del empleo para verificar su exactitud y haga clic en **"Finish"** ("Finalizar") en la parte inferior de la página.

**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.

FILE NAME	FORM TYPE
I9.PDF	I-9

**Previous** **Finish** [Cancel New Hire Process](#)