

- Monday Payroll Processing and Conversions

- On Monday mornings, management will go through the Premium Staffing Services Upload Excel Spreadsheet for the week to make sure that nothing is missing as well as to convert any new employees.
 - A list of the staff needing to be converted from contractor to employee will be compiled.
 - Management will log into the Altitude Payroll website
 - The information in the completed onboarding packet will be necessary to complete conversion
 - In Altitude Payroll, select “new employee” and begin to fill out the form
 - This will generate and assign an Employee ID
 - Once all staff that are being converted have been assigned IDs, Management will send an [Employee ID Excel Sheet](#) to HR with their names and ID numbers.
 - This is a simple document containing two columns. One with the employee name, and one with the employee ID.
 - Names are in chronological order based on the ID number
 - The Employee ID Excel Sheet is maintained and updated by Management
 - Management will also send a [Conversion Excel Sheet](#) on Mondays.
 - This will need to be maintained and kept updated by Management.
 - HR will use this information to contact the staff member to inform them that they are being converted to an employee.
 - Included in this sheet is:
 - Highlighted green is contractors being converted to an employee
 - Last Name: Last name of staff member
 - First Name: First name of staff member
 - Market: State of staff member
 - Date: Date management converted to an employee
 - Completed: Enter “Y” for yes. (HR will notify staff member and send congratulatory letter)
 - Effective: Date converted to an employee
 - ID #: ID # issued by Altitude Payroll
 - Highlighted yellow are contractors who need to be converted, but they are missing documents or have declined becoming an employee. These reasons are listed under completed.
 - Highlighted red are contractors who needed to be converted but have been moved to DNU.
 - Following that is the list of employees in alphabetized order by last name that have been converted to an employee.
 - Once HR receives the lists, they must verify the PSS Upload Excel Spreadsheet has been updated with the new ID numbers.
 - You also need to verify the employee profile in Ubeya has their updated ID number
 - In Ubeya, go to the “Users” tab on the left and click
 - Type the staff member’s name in the search bar and click enter
 - Click on the staff member’s name to open their profile
 - Click the “Fields” tab on the left
 - The first line will be “ID”
 - This is where the employee ID will be. If it is not there, fill in with correct ID number.
 - Click the highlighted blue “update” tab in the upper right-hand corner.
 - Send the employee the Congratulations email found [HERE](#)
 - Once conversions have been completed and management has given approval, split up the PSS Upload Excel Spreadsheet between contractors and employees. You will have three PSS Upload Excel Spreadsheets.
 - All staff with an employee ID will go onto the PSS Employee Upload Excel Spreadsheet.
 - All staff without an ID will go onto the PSS Contractor Upload Excel Spreadsheet.

- You will total up the “hours” column and “division” column on both the PSS Employee Upload Excel Spreadsheet and PSS Contractor Upload Excel Spreadsheet. Each column’s totals must equal up to the total “hours” column and “division” column on the PSS Upload Excel Spreadsheet to assure nothing was missed.
- Once complete, send an email over to management to let them know it is ready.