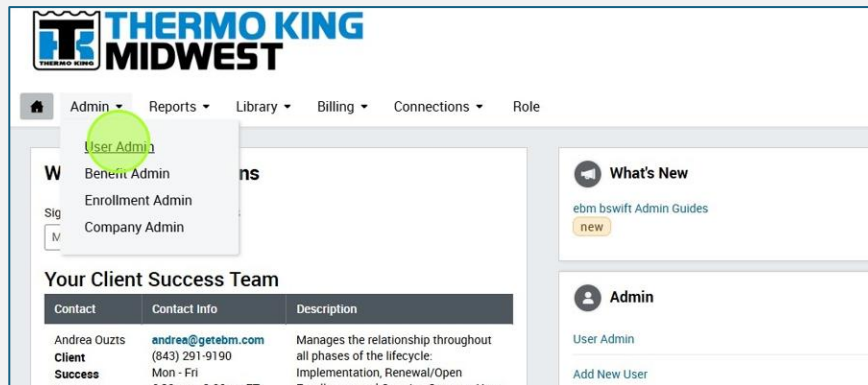


Adding a New Employee in Bswift

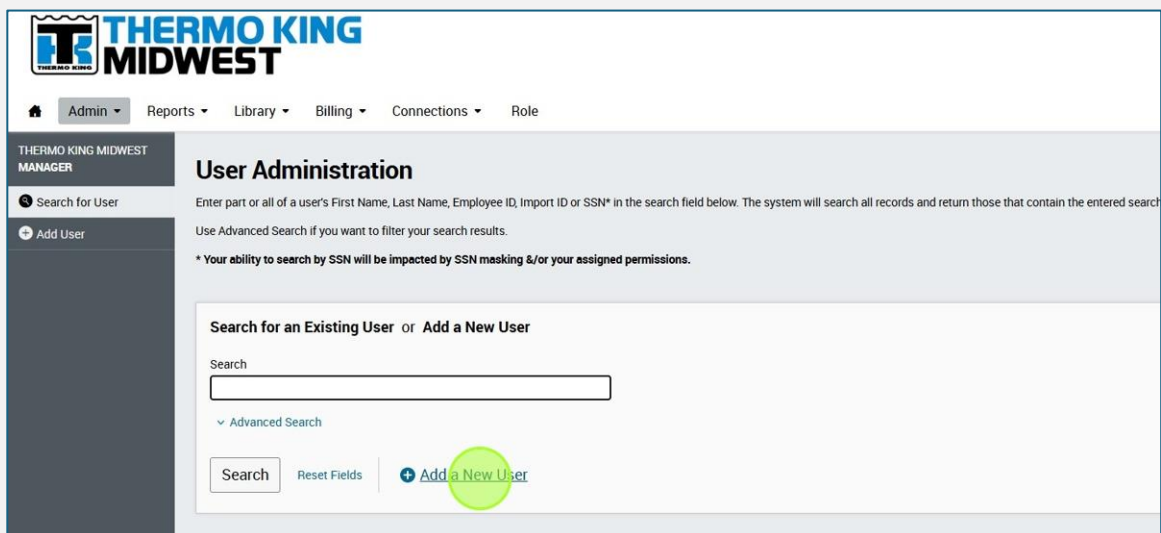
You will need the following demographic information to add a new employee:

- Full Name
- Social Security Number
- Date of Birth
- Gender
- Mailing address
- Cell phone number
- Email address
- Employee ID (TKM Employee Number)
- Hire Date
- Pay Rate/Salary
- Location
- Job Title

1. From the Bswift manager dashboard, select **User Admin** from the **Admin** dropdown.



2. Click **+Add a New User**.



3. Enter employee's demographic information. All fields marked with * are required.
*Import User ID is the employee's social security number.

THERMO KING MIDWEST
MANAGER

Search for User

Add User

Add New User

Demographic Information

* Fields are required

* First Name

Middle Initial

* Last Name

* Social Security Number

* Date of Birth

* Gender ☐ Male ☐ Female

Marital Status

Tobacco User

* Import User ID

Tester User ☐

4. Continue entering employee's contact information.
*If only work email address is available, enter it in both Home and Work email fields.

* Effective Date

1/1/1900

Address Information

* Address 1

Address 2

* City

* State

* Zip

Home Phone

Cell Phone

Home Email

Work Contact Information

Work Phone

Work Phone Ext.

Work Email

5. Enter Bswift **Login Information**. Effective Date is date of hire; do not enter an End Date.
*Username is employee's first initial + last name. Example: Tom Test's username is *ttest*.

Login Information

* Fields are required

* Login Enabled ☒ Yes ☐ No

Effective Date

End Date

* Username

Reset Password ☒

6. Enter **Employee ID**. This is the TK Midwest employee number. Enter **Hire Date**.
7. Enter **Status Effective Date**. This is the Hire Date. Ensure status is set to **Active**.

Employee Information

* Fields are required

* Employee ID

* Hire Date

Employment Status Information

* Fields are required

Effective Date

* Employment Status

8. Select **Time Status** from the dropdown menu. Effective Date is the Hire Date.
9. Select **Pay Frequency** from the dropdown menu. Effective Date is the Hire Date.

Time Status Information

* Fields are required

* Effective Date

* Time Status

Pay Frequency Information

* Fields are required

Effective Date

* Pay Frequency

10. Select **Location** from the dropdown menu. Effective Date is the Hire Date.
11. Select **Job Title** from the dropdown menu. Effective Date is the Hire Date.
12. Select **FEIN** from the dropdown menu. Effective Date is the Hire Date.

The screenshot shows three sections of a form: **Location Information**, **Job Title Information**, and **FEIN**. Each section has a header, a note that fields are required, and input fields for Effective Date, Location, Job Title, and FEIN. The Effective Date for all sections is set to 08/01/2025. The Location is set to 004 Indianapolis. The Job Title is set to Parts Manager. The FEIN field is empty.

Location Information

* Fields are required

Effective Date: 08/01/2025

Location: 004 Indianapolis

Job Title Information

* Fields are required

Effective Date: 08/01/2025

Job Title: Parts Manager

FEIN

* Fields are required

Effective Date: 08/01/2025

* FEIN:

13. Enter **Salary or Hourly Rate** (based on Time Status.) Effective Date is the Hire Date.
14. Enter **Hours per Week**.
15. Select **Benefit Class** from the dropdown menu. Effective Date is the Hire Date.

The screenshot shows two sections of a form: **Compensation Information** and **Benefit Class Information**. Each section has a header, a note that fields are required, and input fields for Effective Date, Annual Salary, Hourly Rate, Hours per Week, Benefit Class, and Effective Date. The Effective Date for both sections is set to 08/01/2025. The Annual Salary, Hourly Rate, and Hours per Week fields are empty. The Benefit Class field is empty.

Compensation Information

* Fields are required

Effective Date: 08/01/2025

Annual Salary:

* Hourly Rate:

* Hours per Week:

Benefit Class Information

* Fields are required

* Benefit Class:

Effective Date: 08/01/2025

16. Scroll down and click **Save** to add the employee to Bswift.
- *A benefits enrollment window will open for eligible employees.

The screenshot shows the bottom of the form. There is a "Previous Job Title" field. Below it are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a green circle. At the bottom right, there are links for "Privacy Policy" and "Browser Requirements".

Previous Job Title:

Save Cancel

[Privacy Policy](#) | [Browser Requirements](#)

17. You may enter dependent information at this time, but it is not required. Generally, employees enter these details during enrollment. Click **Next**.

The screenshot shows the THERMO KING MIDWEST employee profile page for Tom Test. The page has a dark sidebar on the left with the THERMO KING MIDWEST logo and a navigation menu. The main content area displays the employee's name, gender, age, and SSN. A large blue circle with a white plus sign and the text "Add Dependents" is visible. A green "Next" button is at the bottom left.

THERMO KING MIDWEST

Admin Reports Library Billing Connections Role

THERMO KING MIDWEST MANAGER

Tom Test
Male Employee
45 years old (1/1/1980)
SSN: 321-99-1234

Add Dependents

Next

18. The employee is now active in Bswift and may elect benefits, if eligible.

The screenshot shows the THERMO KING MIDWEST employee profile page for Tom Test, with the Demographics tab selected. The page displays a list of tabs: Demographics, Employment, Compensation, Benefits, and HR. The Demographics tab is active, showing a table of demographic information. A "Login Information" table is also visible on the right. The sidebar on the left contains a search bar and a list of user management actions.

THERMO KING MIDWEST

Admin Reports Library Billing Connections Role

THERMO KING MIDWEST MANAGER

Search for User
Add User
Impersonate User

View/Edit
Life Events
Notes
Employee File
Personalized Forms
Family Information
Assign Roles
Clone User
Benefit Coverages
Billing History
Connection Log

Demographics Employment Compensation Benefits HR

Tom Test (Employee ID: 98745) (Import User ID: 321-99-1234)

Demographic Information Edit

First Name	Tom
Middle Initial	
Last Name	Test
Social Security Number	321-99-1234
Date of Birth	1/1/1980
Age	45
Gender	Male
Marital Status	
Tobacco User	
Import User ID	321-99-1234
Tester User	Yes
GDPR Applicable	No

Login Information

Login Enabled	Yes
Effective Date	8/1/2025
End Date	
Username	ttester
Entry Point	Thermo King Midw
Tier Access	