



Employee Setup Information

Company Name: _____ Company ID: _____

First Name: _____ Last Name: _____

Live In Address: _____ City: _____ State: _____ Zip: _____

Phone Number(Optional): _____ Gender(Optional): Male Female

Social Security #: _____ OR Temporary Visa #(if applicable): _____

Email Address(Will default to Payroll Admin if blank): _____ Pay Type: Hourly Salary

Birth Date(Optional): ____/____/____ Hire Date(Optional): ____/____/____

Employee Type: Full Time Temporary 1099 Part Time

Employee Status: Active Terminated New Hire Inactive

Benefit Tracking:

(Required if on Company Setup Sheet)

	Opening Balance	Earned Per Period	Maximum Balance
<input type="checkbox"/> Vacation	Hours	Hours	Hours
<input type="checkbox"/> Sick	Hours	Hours	Hours
<input type="checkbox"/> Personal	Hours	Hours	Hours

Department Tracking:

(Required if on Company Setup sheet)

Code#:	%
Code#:	%
Code#:	%

Pay Type:

To activate Direct Deposit, please complete.

(Will default to live check if blank)

- Checking Savings 1
 Checking Savings 2
 Checking Savings 3

\$ or %*	Routing Number (9 digits)	Account Number	Bank Name

**With fixed dollar amount or percentage, the "remainder" will be deposited into the last account entered.*

Regular Pay Rate: \$ _____ Per Hour/Pay Period (If blank, will default to \$1.00)

Overtime Rate: \$ _____ Per Hour/Pay Period (If blank, will default to regular pay rate x 1.5)

Other Rate: \$ _____ Per Hour/Pay Period (If blank, will default to regular pay rate)

Federal Tax Info: Filing Status Married Single

Allowances _____ Additional Withholding Amount \$ _____

State Tax Info: Income Tax Filing State _____ Unemployment Filing State _____

Filing Status Married Single Head of Household Other

Allowances _____ Additional Withholding Amount \$ _____

Local Taxes: Authority Name _____ % _____ Other: _____ Rate/Amount: _____

*If you(employee) moved within the current calendar year, with the same company, please check here

Deductions:

Name from Company Setup Sheet:	\$	%	Per Payroll
Name from Company Setup Sheet:	\$	%	Per Payroll
Name from Company Setup Sheet:	\$	%	Per Payroll
Name from Company Setup Sheet:	\$	%	Per Payroll
Name from Company Setup Sheet:	\$	%	Per Payroll

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