



Co Name: \_\_\_\_\_  
Company IID: \_\_\_\_\_  
Company Code: \_\_\_\_\_  
☐ New EE ☐ Change ☐ Rehire

## Employee Information

Legal Name: \_\_\_\_\_  
*Last Name, First Name, M.I.* *Preferred Name*

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
*Home Mobile Work*

Email: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
Social Security No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

## Payroll Information

☐ Seasonal ☐ Full Time ☐ Part Time ☐ Temporary

Hourly Rate: \_\_\_\_\_ Department: \_\_\_\_\_  
Salary Amt: \_\_\_\_\_ Department: \_\_\_\_\_  
Additional Amounts & Departments (Specify): \_\_\_\_\_  
Workers Comp Class Code: \_\_\_\_\_ ☐ Owner ☐ Officer ☐ Excluded  
☐ Activate Etime - Entry Method: ☐ Punch ☐ Timecard Time Zone: \_\_\_\_\_

## Tax Information

Tax Status (Single/Married/Married but withhold at a Higher Single rate): \_\_\_\_\_  
# Federal Allowances/Exceptions: \_\_\_\_\_ Additional FIT amount (if any): \_\_\_\_\_  
# State Allowances/Exceptions: \_\_\_\_\_ Additional SIT amount (if any): \_\_\_\_\_  
SIT (income tax) State: \_\_\_\_\_ SUI (unemployment) State: \_\_\_\_\_  
Local Tax Description: \_\_\_\_\_

## Earnings/Deductions/Garnishments *(please include garnishment order)*

| Name: | Amount<br>(per payroll): | Pre/Post Tax: | Additional Information: |
|-------|--------------------------|---------------|-------------------------|
| 1.    |                          |               |                         |
| 2.    |                          |               |                         |
| 3.    |                          |               |                         |
| 4.    |                          |               |                         |

## Direct Deposit Information

| Bank Name: | Banking/<br>Savings: | Routing<br>Number: | Account<br>Number: | Full<br>Net: | Amount<br>(if any): |
|------------|----------------------|--------------------|--------------------|--------------|---------------------|
| 1.         |                      |                    |                    |              |                     |
| 2.         |                      |                    |                    |              |                     |
| 3.         |                      |                    |                    |              |                     |
| 4.         |                      |                    |                    |              |                     |

☐ Activate Employee Access