

| Department Code (optional) |  |  |
|----------------------------|--|--|
|                            |  |  |

|                                |                            | ΛΡLΟΥ  | 'EE SET  | E SETUP SHEET  |                    |  | (optional)  |                                     |  |  |
|--------------------------------|----------------------------|--|--|--|--------------------|--|---|-------------------------------------|--|--|
|                                | First Name                 |  |  | Last Name  |                    | Company Name   |   |                                     |  |  |
|                                |                            |  | SSN#   | Email Addr   | Email Address      |  | Hire Date   |                                     |  |  |
|                                | Addr                       | ess  |  | City   |                    | State  | Zip   |                                     |  |  |
| <b>Gender</b> ☐ Male  ☐ Female | Male Hourly                |  | Employee Type  ☐ Full Time ☐ Temporary  ☐ 1099 ☐ Part Time |  | ☐ Act              | Employee Status  ☐ Active ☐ Terminated ☐ New Hire ☐ Inactive |   | Pay Type ☐ Check ☐ Direct Deposit   |  |  |
| Regular Pay Rat<br>\$Per Hour  | ce<br>or Salary/Pay Period | d  | Overtime Rate  |  | Other<br>\$ Per H  | Rate<br>lour/Pay Period                                      |   |                                     |  |  |
| Direct Deposi                  | t Information              | \$ or %*   | Routin   | ng Number (9 digits)   |                    | Account Number   | r   | Bank Name                           |  |  |
| ☐ Checking                     | □Savings                   |  |  |  |                    |  |   |                                     |  |  |
| ☐ Checking                     | □Savings                   |  |  |  |                    |  |   |                                     |  |  |
| ☐ Checking                     | □Savings                   |  |  |  |                    |  |   |                                     |  |  |
|                                |                            |  |  | *With  | n fixed dollar amo | ount or percentage, the "rer                                 | mainder" will be dep  | posited into the last account enter |  |  |
| Deductions                     |                            |  | Federa   | Federal Tax Info   |                    | State Tax Info   |   |                                     |  |  |
| Deduction Name Amount / \$ 6   |                            | % Filing Status □ Married □ Sin  Allowances  Additional Withholding Amount |  |  | Filing Status      |  |   |                                     |  |  |
|                                |                            |  | f tax info   | If tax info is left blank, we will setup employee as filing with a status of Single and 0 federal and state allowances |                    |  | Unemployment Filing State  Allowances  Additional Withholding Amount \$ |                                     |  |  |