



EMPLOYEE SETUP SHEET

Department Code
(optional)

First Name _____ Last Name _____ Company Name _____

DOB _____ SSN# _____ Email Address _____ Hire Date _____

Address _____ City _____ State _____ Zip _____

Gender

- Male
- Female

Pay Information

- Hourly
- Salary

Employee Type

- Full Time
- Temporary
- 1099
- Part Time

Employee Status

- Active
- Terminated
- New Hire
- Inactive

Pay Type

- Check
- Direct Deposit

Regular Pay Rate

\$Per Hour _____ or Salary/Pay Period _____

Overtime Rate

\$ _____

Other Rate

\$ Per Hour/Pay Period _____

Direct Deposit Information

- Checking Savings
- Checking Savings
- Checking Savings

\$ 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.*

Deductions

Deduction Name	Amount / \$ or %

Federal Tax Info

Filing Status Married Single

Allowances _____

Additional Withholding Amount

\$ _____

If tax info is left blank, we will setup employee as filing with a status of Single and 0 federal and state allowances

State Tax Info

Filing Status Married Single

Head of Household Other

Income Tax Filing State _____

Unemployment Filing State _____

Allowances _____

Additional Withholding Amount \$ _____