



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 (per payroll):	Pre/Post Tax:	Additional Information:
1.			
2.			
3.			
4.			

Direct Deposit Information

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

Activate Employee Access