



EMPLOYEE SETUP

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Social Security Number: _____

Gender: Male Female Email Address: _____

Pay Info: Hourly Salary Birth Date: ____/____/____ Hire Date: ____/____/____

Employee Type: Full Time Temporary 1099 Part Time

Employee Status: Active Terminated New Hire Inactive

Benefit Tracking:

	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:

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

Pay Type: Live Check Direct Deposit

Direct Deposit Info:

	\$ or %*	Routing Number (9 digits)	Account Number	Bank Name
Account #1				
Account #2				
Account #3				

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

Regular Pay Rate: \$ _____ Per Hour/Pay Period

Overtime Rate: \$ _____ Per Hour/Pay Period

Other Rate: \$ _____ Per Hour/Pay Period

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 _____ % _____ Occupational Tax _____

Deductions:

Name:	\$	Per Payroll
Name:	\$	Per Payroll
Name:	\$	Per Payroll
Name:	\$	Per Payroll