



## 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