



YOUR FREE TRIAL HAS ENDED

FREE TRIAL

7 DAYS

LEFT

jason kerr

Keyboard Shortcuts
Mac: **Ctrl + 's'**
PC: **Alt + 's'**

FAQ

Manage Account

Give Kin

Sign out of Kin



HOME



COMPANY



TEAM



CALENDAR



TASKS



REVIEWS



MANAGE TEAM

Add Employee

Add or edit employee information from address to emergency contact to manager.
Both you and this employee can update this page.

Employment Details

First Name *

Last Name *

Work Email

Office Phone Number

Start Date *

Employee Type

Manager ⓘ

HR Manager

Job Title

+

Location ⓘ

Kin Profile

[Upload](#) a new image or [remove](#) this one.

Username

Change Username
Password

Change Password

Personal Email *

Personal Phone Number

Time Zone

(UTC-12:00) International Date Line West

Send Kin Emails to:

Personal

User Status

Employment Status ⓘ

Active

Last Date of Employment

Personal Information



Address

Address (opt)

City

State/Province

Postal Code

Date of Birth

Social Sec/Tax ID #

Gender

Select

Marital Status

Select

Country

Select

Emergency Contact

First Name
Last Name
Relation
Phone Number



Bank Account Information

Bank Name
Type of Account
Bank Routing/ID Number
Account Number

Select



Tax Information



Use the *W-4 worksheet* to calculate this number, or use the *online IRS calculator*.

Filing Status
Decline Withholding
Withholding Allowance
Additional Withholding

Select

Select

Compensation



Amount
Currency
Effective as of
Reason for change

United States dollar

Per

Year

i.e., "Promotion"



Social Networks and Links



Website URL
Link Name



SAVE EMPLOYEE

SAVE AND ADD ANOTHER

Cancel