EMPLOYEE SETUP SHEET

First Name _____ Last Name _____ Company Name _____

DOB _____ SSN# _____ Email Address _____ Hire Date _____

Address _____ City _____ State _____ Zip _____

Gender	**Pay Information**	**Employee Type**		**Employee Status**		**Pay Type**
☐ Male	☐ Hourly	☐ Full Time	☐ Temporary	☐ Active	☐ Terminated	☐ Check
☐ Female	☐ Salary	☐ 1099	☐ Part Time	☐ New Hire	☐ Inactive	☐ 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 $ _____