



EMPLOYEE SETUP SHEET

Department Code
(optional)

First Name

Last Name

Company Name

DOB

SSN#

Email Address

Hire Date

Address

City

State

Zip

Gender

- ☐ Male
☐ Female

Pay Information

- ☐ Hourly
☐ Salary

Employee Type

- ☐ Full Time ☐ Temporary
☐ 1099 ☐ Part Time

Employee Status

- ☐ Active ☐ Terminated
☐ New Hire ☐ Inactive

Pay Type

- ☐ Check
☐ 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
\$

State Tax Info

Filing Status ☐ Married ☐ Single
☐ Head of Household ☐ Other

Income Tax Filing State

Unemployment Filing State

Allowances

Additional Withholding Amount \$