

Employee Setup Information

Company Name: _____ Company No: _____

First Name: _____ Last Name: _____

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

E-MAIL (Optional): _____ Gender (Optional): Male Female

Social Security #: _____ Pay Type: Hourly Salary

Birth Date (Optional): ____/____/____ Hire Date: ____/____/____

Employee Type: Full Time Temporary 1099 Part Time

Employee Status: Active Terminated New Hire Inactive

Benefit Tracking: Required if on Company Setup Sheet)

	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: (Required if on Company Setup sheet)

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

Regular Pay Rate: \$ _____ Per Hour/Pay Period (If blank, will default to \$1.00)

Overtime Rate: \$ _____ Per Hour/Pay Period (If blank, will default to regular pay rate x 1.5)

Other Rate: \$ _____ Per Hour/Pay Period (If blank, will default to regular pay rate)

Federal Tax Info: Filing Status Married Single

Allowances _____ Additional Withholding Amount \$ _____

State Tax Info: 10% _____ 19% _____ 23% _____ 25% _____ 31% _____ 37% _____

Workman's Compensation: Class _____ Rate: _____

Deductions:

Deduction 1	\$	%	Per Payroll
Deduction 2	\$	%	Per Payroll
Deduction 3	\$	%	Per Payroll
Deduction 4	\$	%	Per Payroll

Notes: _____

Fax to 602-249-9815 For questions, please call 602-249-9160