



# 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
- 1099
- Temporary
- Part Time

Employee Status

- Active
- New Hire
- Terminated
- 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	Amount / \$ or %

Federal Tax Info

- Filing Status  Married  Single

Allowances \_\_\_\_\_

Additional Withholding Amount

\$ \_\_\_\_\_

\*\*\* MUST FILL OUT ATTACHED W4 FORM IN ITS ENTIRETY FOR 2020 NEW HIRES \*\*\*

State Tax Info

- Filing Status  Married  Single
- Head of Household  Other

Income Tax Filing State \_\_\_\_\_

Unemployment Filing State \_\_\_\_\_

Allowances \_\_\_\_\_

Additional Withholding Amount \$ \_\_\_\_\_