

# New Employee Set-up Form

\*\*\*Please write clearly and fill out all requested information.

Basic Information	Tax Information																				
Company: _____ Company ID: _____	Tax form: W-2, 1099, etc. _____																				
(Last Name), _____ (First Name), _____ (Middle Name) _____	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 30%;">Y N</td> <td style="text-align: center; width: 40%;">S M</td> <td style="width: 30%;"></td> </tr> <tr> <td>Federal Income Tax</td> <td>Status (Circle One)</td> <td>Exemptions</td> </tr> </table>	Y N	S M		Federal Income Tax	Status (Circle One)	Exemptions														
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Federal Income Tax	Status (Circle One)	Exemptions																			
(Address 1) _____	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 30%;">S M</td> <td style="width: 70%;"></td> </tr> <tr> <td>State</td> <td>Status (Circle One) Exemptions</td> </tr> </table>	S M		State	Status (Circle One) Exemptions																
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State	Status (Circle One) Exemptions																				
(Address 2) _____	Unemployment State _____ Work State _____																				
(Zip), _____ City, _____ (State) _____	<b>Labor Codes</b>																				
Gender _____ Birth Date _____ SS # *** Mandatory _____	Labor Code _____ Alloc % _____																				
<b>Department and Status Information</b>	Labor Code _____ Alloc % _____																				
Status: New, Active, Re-Hire _____ Hire Date _____ Work Comp Code _____	Labor Code _____ Alloc % _____																				
Department _____	Labor Code _____ Alloc % _____																				
<b>Pay Rate Information</b>	<b>Deductions</b>																				
\$ _____ or \$ _____ Avg. Hrs (40, 80, etc.) _____	<table style="width: 100%; border: none;"> <tr> <th style="width: 10%;">Code</th> <th style="width: 50%;">Description</th> <th style="width: 20%;">Amount %</th> <th style="width: 20%;">Goal/Max</th> </tr> <tr> <td style="text-align: center;">  </td> <td></td> <td style="text-align: center;">  </td> <td style="text-align: center;">  </td> </tr> <tr> <td style="text-align: center;">  </td> <td></td> <td style="text-align: center;">  </td> <td style="text-align: center;">  </td> </tr> <tr> <td style="text-align: center;">  </td> <td></td> <td style="text-align: center;">  </td> <td style="text-align: center;">  </td> </tr> <tr> <td style="text-align: center;">  </td> <td></td> <td style="text-align: center;">  </td> <td style="text-align: center;">  </td> </tr> </table>	Code	Description	Amount %	Goal/Max																
Code	Description	Amount %	Goal/Max																		
New Hourly Rate 1 _____ New Salary Per Payroll _____ Avg. Hrs (40, 80, etc.) _____																					
Pay Frequency: Weekly, Bi-Weekly Etc. _____ Auto Pay: Hrs, Sal, None _____																					