



# Employee information (one sheet per employee)

Client number: \_\_\_\_\_

Client Name: \_\_\_\_\_

<b>New status:</b> <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Suspended <input type="checkbox"/> Leave <input type="checkbox"/> FMLA <input type="checkbox"/> Statutory <input type="checkbox"/> Layoff <input type="checkbox"/> Retired <input type="checkbox"/> Deceased	Last Name		First Name		Middle name or initial	
	Street address					
	City, State, ZIP					
	Social Security number		Hire Date	Birth Date		<input type="checkbox"/> Male <input type="checkbox"/> Female

Division	Location	Department
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## Pay info

<b>Pay frequency</b> <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly	<b>Pay type</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary (exempt) <input type="checkbox"/> Salary (non exempt) <input type="checkbox"/> Contract <input type="checkbox"/> Commission	<b>Salary per pay period</b> \$ _____	<b>Hourly rate(s):</b> Rate 1: \$ _____ Rate 2: \$ _____ Rate 3: \$ _____ Rate 4: \$ _____
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## Tax information

<b>Federal filing status</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Head of Household <input type="checkbox"/> Exempt %: _____ <input type="checkbox"/> Exemptions: _____	<b>Alternative tax %</b> _____ <b>Additional withholding</b> \$ _____	<b>State filing status</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Head of Household <input type="checkbox"/> Exempt %: _____ Number of exemptions: _____	<b>Alternative tax %</b> _____ <b>Additional withholding</b> \$ _____
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## Recurring earnings

Description	Amount	Frequency
		Per pay / per month
		Per pay / per month

## Recurring Deductions

Description	Amount	Frequency
		Per pay / per month
		Per pay / per month
		Per pay / per month

Accruals	Amount	Per	Start date

Special instructions
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Completed by	Today's date
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