

New Employee Setup Form

**** Items in *Bold* are Required ****

Company Name: _____ **Company ID:** _____

EMPLOYEE INFORMATION

* **Employee ID:** _____ **SSN:** _____

** (Assigned by Payroll Direct if left blank)*

Last Name: _____ **First Name:** _____ **Middle:** _____

Address 1: _____ **Address 2:** _____

City: _____ **State:** _____ **Zip:** _____

DEMOGRAPHIC INFORMATION

Hire Date: _____ / _____ / _____

Birth Date: _____ / _____ / _____

Department: _____

Phone: _____

E-Mail Address: _____ *(Required if Utilizing Online Paystubs)*

Work Comp Code: _____ *(If applicable)*

Gender: **Male** **Female**

Status: **Part-Time** **Full-Time**

PAY RATE INFORMATION

Pay Rate: \$ _____ **Per Hour** **Per Pay Period (Salary)**

TAX INFORMATION

Effective January 1, 2020, the revised Employee W-4 Form issued by the IRS must be completed for any new hires or re-hires. The revised Employee W-4 form can be found on our [website](#).

A COMPLETED EMPLOYEE W-4 FORM MUST BE SUBMITTED ALONG WITH THIS NEW EMPLOYEE SETUP FORM. IF A COMPLETED EMPLOYEE W-4 FORM IS NOT SUBMITTED, WE ARE UNABLE TO SET THIS EMPLOYEE UP FOR PAYROLL.

Comments: _____