



Company Name: \_\_\_\_\_

- New Employee
- Update Existing Employee

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Male
- Female

Email Address: \_\_\_\_\_

- Family Member of Owner

Hire Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Pay Items

Pay Type  Hourly  Salary

Pay Type  Hourly  Salary

Pay Rate: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Location Name: \_\_\_\_\_

Location Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

### Deduction Items

Use this section to report any **recurring** payroll deductions such as 401K, AFLAC, Health Insurance, etc.

Deduction Name: \_\_\_\_\_

Amount or % \_\_\_\_\_ Co. Match Amount or % \_\_\_\_\_

Deduction Name: \_\_\_\_\_

Amount or % \_\_\_\_\_ Co. Match Amount or % \_\_\_\_\_

Deduction Name: \_\_\_\_\_

Amount or % \_\_\_\_\_ Co. Match Amount or % \_\_\_\_\_

### Benefit Information (if applicable)

- This employee qualifies for accruable benefits according to our regular accrual policy beginning on \_\_\_\_ / \_\_\_\_ / \_\_\_\_