



# 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
- Temporary
- 1099
- Part Time

**Employee Status**

- Active
- Terminated
- New Hire
- 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**

Deduction Name	Amount / \$ or %

**Federal Tax Info**

Filing Status  Married  Single

Allowances \_\_\_\_\_

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

**State Tax Info**

Filing Status  Married  Single

Head of Household  Other

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

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

Allowances \_\_\_\_\_

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