

- New Hire EE
- Terminated EE
Term Date _____
- Information Change



Employee Demographic Information

Client Name _____ Client Number _____

ID/EE number _____ Last Name _____ First Name _____ Middle _____

Address _____ Apt/Unit _____

City _____ State _____ Zip _____

Sex _____ Birth Date _____ Social Security Number _____

Department and Status Information

Status _____ Hire Date _____ Work Comp Code _____

Department _____

Rate Information

Auto Pay: Hours Rate: \$ _____ /hour Default Hours: _____ /pay period
 Salary Salary: \$ _____
 None Base rate or salary will be setup later

Frequency: Weekly Bi-Weekly Semi-Monthly Monthly

Tax Summary

Tax Form: W2 – IRS form W2: Employee 1099M – IRS Form 1099: Non Emp Comp 1099R – IRS Form 1099R

Federal Tax: FITW – Federal Income Tax

State Tax: _____ SUI Tax: _____

Work State: _____ (work state does not affect taxes)

Add'l Federal amount or percentage : _____ Flat % Local Tax 1: _____

Add'l State amount or percentage: _____ Flat % Local Tax 2: _____

Federal Tax Details

Filing Status: Single Married

Exemptions: _____

State Tax Details – Michigan SITW (MI)

Filing Status: Single Married

Exemptions: _____

Local Tax 1: _____ Local Tax 2: _____

Additional Demographics

Phone number: _____ Alternate Number: _____

Email Address: _____