

Payroll Employee Setup

Enter the basic information on your company and provide contact information for key company contacts.



Name & Residential Address

Employee Name

Male Female

First Name

Last Name

Address

Street

Unit #

City

State

Zip

County

Social Security Number

Email address

Pay Type & Hire Date

Employee is paid:

Hourly Salary

Birth Date & Hired Date

Birth Date

Hired Date

Employee Type

Full Time

Temporary

Part Time

1099 Contractor

Active Status

Active

New Hire

Inactive

Terminated

Bank Information

Paper Check Direct Deposit

Bank Accounts

Bank Name	Routing Number	Account Number	% or \$ Amt

Wage & Tax Information

Wages

\$/hour \$/check \$/hour \$/hour

Regular Pay Overtime Rate Other Rate

Federal Tax Information

Filing Status: Married Single

Allowances Additional Withholding Amount

State Tax Information

Filing Status: Married Single Head of Household Other:

Allowances Additional Withholding Amount

Payroll Deductions

Deduction Name (ex. Health Insurance)	Deduction Type (ex. Insurance)	Pre-Tax or Post-Tax?