

Employee Information

Change Type

Client Number

Client Name

New Employee

Edit Employee

Employee Number

First Name

Middle Initial

Last Name

SSN

Birthdate

Gender

Address 1

Address 2

City

State

Zip Code

County

Country

Pay Information

Hire Date

Termination Date

Last Raise Date

Re-Hire Date

Previous Termination Date

Home Department

Pay Type

Pay Rate

Alternate
Rate 1

Alternate
Rate 2

Alternate
Rate 3

Alternate
Rate 4

Alternate
Rate 5

Employee Number

Client Number

Tax Information

Employee Exempt From:

SS/Medicare

Federal Withholding

State Withholding

Federal Unemployment

State Unemployment

Federal Withholding
Status

State Withholding
Status

Withholding State

Unemployment State

Exemptions: Federal

State

Additional Flat Withholding

Federal

State

Additional Percentage Withholding

Federal

State

