

Payroll Employee Setup

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

Name & Residential Address

Employee Name

First Name

Last Name

Address

Street

Unit #

City

State

Zip

County

Social Security Number

Male

Female

Email Address

Pay Type & Hire Date

Employee is paid:

Hourly

Salary

Birth Date & Hired Date

Birth Date

Hired Date

Employee Type

Full Time

Part Time

Temporary

1099 Contractor

Active Status

Active

New Hire

Inactive

Terminated

Bank Information

- Paper Check Direct Deposit
 Checking Savings

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

- Married Single
 Filing Status

 \$
 Allowances Additional Withholding Amount

State Tax Information

- Married Single Head of Household Other:
 Filing Status

 \$
 Allowances Additional Withholding Amount

Payroll Deductions

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