



Start Simple

☒ - Employee Setup

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Social Security Number: _____

Gender: Male Female Email Address: _____

Pay Info: Hourly Salary Birth Date: ____/____/____ Hire Date: ____/____/____

Employee Type: Full Time Temporary 1099 Part Time

Employee Status: Active Terminated New Hire Inactive

Benefit Tracking:

	Opening Balance	Earned Per Period	Maximum Balance
<input type="checkbox"/> Vacation	Hours	Hours	Hours
<input type="checkbox"/> Sick	Hours	Hours	Hours
<input type="checkbox"/> Personal	Hours	Hours	Hours

Worker's Comp Class Codes:

Code#:
Code#:
Code#:

Pay Type: Live Check Direct Deposit

Direct Deposit Info:

	\$ or %*	Routing Number (9 digits)	Account Number	Bank Name
Account #1				
Account #2				
Account #3				

*With fixed dollar amount or percentage, the "remainder" will be deposited into the last account entered.

Regular Pay Rate: \$_____ Per Hour/Pay Period

Overtime Rate: \$_____ Per Hour/Pay Period

Other Rate: \$_____ Per Hour/Pay Period

Federal Tax Info: Filing Status Married Single
Allowances _____ Additional Withholding Amount \$_____

State Tax Info: Income Tax Filing State _____ Unemployment Filing State _____
Filing Status Married Single Head of Household Other
Allowances _____ Additional Withholding Amount \$_____

Local Taxes: Authority Name _____ % _____ Occupational Tax _____

Deductions:

Name:	\$	Per Payroll
Name:	\$	Per Payroll
Name:	\$	Per Payroll
Name:		