

Employee Information

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
 SSN \_\_\_\_\_ DOB \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Marital Status:  Married  Single Gender:  Male  Female

**LOCATION**

Default Location \_\_\_\_\_ Department \_\_\_\_\_  
 Default Location \_\_\_\_\_ Department \_\_\_\_\_

Payroll Items

**PAY TYPE** (select one):  Salary  Hourly

**Salary:** Annual Salary \$ \_\_\_\_\_

**Hourly:** Rate Type \_\_\_\_\_ Rate Amount \$ \_\_\_\_\_  
 Rate Type \_\_\_\_\_ Rate Amount \$ \_\_\_\_\_  
 Rate Type \_\_\_\_\_ Rate Amount \$ \_\_\_\_\_  
 Rate Type \_\_\_\_\_ Rate Amount \$ \_\_\_\_\_

**DEDUCTION ITEMS**

**Pre-Tax Items:** Item Type \_\_\_\_\_ Item Amount \$ \_\_\_\_\_  
 Item Type \_\_\_\_\_ Item Amount \$ \_\_\_\_\_  
 Item Type \_\_\_\_\_ Item Amount \$ \_\_\_\_\_  
 Item Type \_\_\_\_\_ Item Amount \$ \_\_\_\_\_

**After-Tax Items:** Item Type \_\_\_\_\_ Item Amount \$ \_\_\_\_\_  
 Item Type \_\_\_\_\_ Item Amount \$ \_\_\_\_\_  
 Item Type \_\_\_\_\_ Item Amount \$ \_\_\_\_\_  
 Item Type \_\_\_\_\_ Item Amount \$ \_\_\_\_\_

**Retirement Plan Employer Match:** Yes  No  Match % \_\_\_\_\_

Notes

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