

New / Change / Employee Status Form

Company Code: _____ ☐ New Hire ☐ Employee Change ☐ Status (FT, 1099, etc): _____

Basic Information

Emp ID _____	SSN # _____	Birthdate _____	Hire Date _____	Gender _____
First Name _____	Last Name _____		MI _____	
Address _____		City _____	State _____	Zip _____
Email _____			Mobile # _____	

Pay Rate Information

Pay Frequency	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Exempt (Salaried)	Salary Amount _____		
<input type="checkbox"/> Non-Exempt (Hourly)	Base Rate _____	Autopay Hours (if applicable) _____	

Direct Deposit Information (Attach Check)

	Routing ABA	Bank Account #	Checking/Savings			
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Entire Net	<input type="checkbox"/> \$ / %	_____
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Entire Net	<input type="checkbox"/> \$ / %	_____

Recurring Additional Earnings / Reimbursements

	Earning/Reimbursement	Amount			
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Every Pay	<input type="checkbox"/> Monthly (1 st Pay)	<input type="checkbox"/> Monthly (Last Pay)
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Every Pay	<input type="checkbox"/> Monthly (1 st Pay)	<input type="checkbox"/> Monthly (Last Pay)

Recurring Deductions

	Deduction Name	Amount			
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Every Pay	<input type="checkbox"/> Monthly (1 st Pay)	<input type="checkbox"/> Monthly (Last Pay)
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Every Pay	<input type="checkbox"/> Monthly (1 st Pay)	<input type="checkbox"/> Monthly (Last Pay)
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Every Pay	<input type="checkbox"/> Monthly (1 st Pay)	<input type="checkbox"/> Monthly (Last Pay)

Required Documents Checklist

	Form	Description	Required On Hire	Required On Change
<input checked="" type="checkbox"/>	I-9	Employment Eligibility Verification (Include List A or B+C Documents)	Yes	No
<input checked="" type="checkbox"/>	Federal W-4	Federal Withholding Allowances	Yes	Yes
<input checked="" type="checkbox"/>	State W-4	State Withholding Allowances (Optional unless different than Fed)	No	Yes
<input checked="" type="checkbox"/>	LS-54 Form	Pay Rate Notice/Acknowledgement – Hourly Rate	Yes	Yes
<input checked="" type="checkbox"/>	LS-59 Form	Pay Rate Notice/Acknowledgement – Exempt/Salaried	Yes	Yes
<input checked="" type="checkbox"/>	Void Check	Required for any New and Direct Deposit changes	Only With Dir Dep	Yes