

# Employee Setup Form

Please complete all fields below

## Personal Information

First Name  Last Name

Email

Home Address

City  State  Zip

Birthdate  (mm/dd/yyyy) SSN  Gender  M  F

## Employment Details

Company  Location

Est. Date of Hire  Job Title

Employment  Full Time (40+ hrs/wk)  Part Time (<40 hrs/wk)

## Compensation

Pay Type  Hourly  Salary  Commission  Tips  Bonuses

Hourly Rate (\$)  Annual Salary (\$)

*Note: Weekly = 52 wks | Bi-weekly = 26 wks | Semi-monthly = 24 periods (e.g. \$700/wk = \$36,400 annually)*

## Direct Deposit

Bank Name

Routing #  Account #

## Notes