



# New/Update Employee Form

**\*\* Please do not forward W-4's, I-9's, State New Hire Forms or any other internal paperwork \*\***

Company _____	Client Code _____
Contact _____	Phone _____

New Employee <input type="checkbox"/>	Update to Current Employee <input type="checkbox"/>	→ Employee ID _____
SSN _____	Status: FT <input type="checkbox"/>	PT <input type="checkbox"/>
Last _____	First _____	M.I. _____
Street _____	Zip _____	
City _____	State _____	Gender _____ Birth Date _____
Hire Date _____	WC Code _____	Department _____ Location _____
Rate of Pay _____	Hourly <input type="checkbox"/>	Salary <input type="checkbox"/> Default Hours _____
Benefit Class Code _____	Email _____	Phone _____
Work State _____	Tax Form: W-2 <input type="checkbox"/> 1099 <input type="checkbox"/>	If W2, please complete below:
Fed Tax (1c): S <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/>	Multiple Jobs (2): <input type="checkbox"/>	Extra W/H (4c): \$ _____
Income (4a): \$ _____	Deductions (4b): \$ _____	Claim Dependents (2): \$ _____
State Filing: S <input type="checkbox"/> M <input type="checkbox"/>	Exemptions _____	Additional Amount \$ _____
Accrual Eligibility: Vacation <input type="checkbox"/>	Sick <input type="checkbox"/>	PTO <input type="checkbox"/> Other _____
Emergency Contact _____	Relationship _____	Phone _____

Deductions			
Deduction #1 _____	Amount _____	Flat <input type="checkbox"/>	% <input type="checkbox"/>
Deduction #2 _____	Amount _____	Flat <input type="checkbox"/>	% <input type="checkbox"/>
Deduction #3 _____	Amount _____	Flat <input type="checkbox"/>	% <input type="checkbox"/>

Direct Deposit	
If the employee will have direct deposit, please forward a direct deposit agreement to Payday with this form.	