



## EMPLOYEE SETUP/CHANGE SHEET

**COMPANY NAME:** \_\_\_\_\_ **COMPANY#:** \_\_\_\_\_

Employee Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Per Hour      Salary (per pay period)      Commission Only      1099

Full Time or Part Time: \_\_\_\_\_

Federal Filing Status (W-4): SINGLE or MARRIED \_\_\_\_\_

# of Allowances Claimed (W-4): \_\_\_\_\_

Home Division (if applicable): \_\_\_\_\_

Home Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Tax State: \_\_\_\_\_

EE Deductions (if applicable): \_\_\_\_\_

Worker's Compensation Code: \_\_\_\_\_

Other Information: \_\_\_\_\_