



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: _____