



NEW HIRE EMPLOYEE

Client _____

ID _____

Date _____

DEMOGRAPHICS

Social Security # _____ / _____ / _____

Last Name _____ First Name _____ Middle Initial _____

Address _____

City _____ State _____ Zip _____

County of Residence _____ Gender M / F Date of Hire _____ / _____ / _____

Date of Birth _____ / _____ / _____ Division _____ Branch _____ Dept. _____

EARNINGS

Hourly Rate 1 _____

Hourly Rate 2 _____

Salary _____

Marital Status: Married Single

Federal Exemptions _____

State Exemptions _____

ADJUSTMENTS / DEDUCTIONS (PER PAY PERIOD)

Description	Amount