

- New Hire EE
- Terminated EE  
Term Date \_\_\_\_\_
- Information Change



### Employee Demographic Information

Client Name \_\_\_\_\_ Client Number \_\_\_\_\_

ID/EE number \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ Apt/Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Sex \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

### Department and Status Information

Status \_\_\_\_\_ Hire Date \_\_\_\_\_ Work Comp Code \_\_\_\_\_

Department \_\_\_\_\_

### Rate Information

Auto Pay:  Hours Rate: \$ \_\_\_\_\_ /hour Default Hours: \_\_\_\_\_ /pay period  
 Salary Salary: \$ \_\_\_\_\_  
 None Base rate or salary will be setup later

Frequency:  Weekly  Bi-Weekly  Semi-Monthly  Monthly

### Tax Summary

Tax Form:  W2 – IRS form W2: Employee  1099M – IRS Form 1099: Non Emp Comp  1099R – IRS Form 1099R

Federal Tax:  FITW – Federal Income Tax

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

Work State: \_\_\_\_\_ (work state does not affect taxes)

Add'l Federal amount or percentage : \_\_\_\_\_  Flat  % Local Tax 1: \_\_\_\_\_

Add'l State amount or percentage: \_\_\_\_\_  Flat  % Local Tax 2: \_\_\_\_\_

### Federal Tax Details

Filing Status:  Single  Married

Exemptions: \_\_\_\_\_

### State Tax Details – Michigan SITW (MI)

Filing Status:  Single  Married

Exemptions: \_\_\_\_\_

Local Tax 1: \_\_\_\_\_ Local Tax 2: \_\_\_\_\_

### Additional Demographics

Phone number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

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