



## Start Simple™ - Employee Setup

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ Live In State: \_\_\_\_\_ Work In State: \_\_\_\_\_

"Live In" Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Social Security Number (999-99-9999): \_\_\_\_\_

Male or Female: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Pay Info:** ( ) Hourly  
(check one) ( ) Salary

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

Type: ( ) Full Time Status: ( ) Active  
(pick one) ( ) Part Time (pick one) ( ) Terminated  
( ) Temporary ( ) New Hire  
( ) 1099 Employee ( ) Inactive

( ) This employee has Direct Deposit (1<sup>st</sup> standard, 2<sup>nd</sup> & 3<sup>rd</sup> optional)  
OR  
( ) Receives a live check each pay period.

### Multiple Direct Deposits: Optional - (Choose up to 3 accounts)

	Bank Name*	Routing #	Account #	( ) % or ( ) \$**
1				
2				
3				

\* 1 deposit can be a Physical Check. Enter "Check" for the Bank Name

\*\* With Fixed Dollar Option, the "Remainder" will be deposited into the last account entered



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Regular Pay Rate                    \$ \_\_\_\_\_            ( ) Hourly or ( ) Per Pay Period  
 Overtime Rate                    \$ \_\_\_\_\_            Per hour  
 Other Rate (if applicable)        \$ \_\_\_\_\_            Per hour

***Tax Info:***

W-4 Info	Filing Status (Married or Single)	Number of Exemptions	Additional Withholdings
Federal	( ) M or ( ) S		\$
State	( ) M or ( ) S		\$

***Deduction Info:***

Type	Description	Amount (per check)	Limit (if applicable)

***Optional Info:***

***Accrual Benefits: (e.g. Vacation, Sick Days) (Enter in hours)***

Description	Hrs Earned/pd	Maximum Balance	Starting Balance

***Department Tracking Codes:***

Department Code	Description/Name	% of time allocated