



EMPLOYEE INFORMATION FORM

Client Name: _____ Client Code: _____

New Employee
 Change to Existing Employee
 Termination

EMPLOYEE GENERAL INFORMATION	
Employee #:	
Last Name:	
First Name: MI:	
Address:	
City:	
State: Zip:	
Phone #: () Sex: <input type="checkbox"/> M <input type="checkbox"/> F	
SSN:	
Home Department #:	Accruals: <input type="checkbox"/> Yes <input type="checkbox"/> No
Workers' Comp Code:	Accrual Rate:
Hire Date:	
Birth Date:	
Termination Date:	
TAX FILING STATUS	
FEDERAL	STATE
Marital Status:	Marital Status:
Exemptions:	Exemptions:
Additional Federal Withholding:	Additional State Withholding:
Fixed Federal Withholding (\$ or %):	Fixed State Withholding (\$ or %):
EIC Code:	Work State (if other than CA):

BASE WAGE
Base Rate 1
Hourly Rate:
Salary (per pay period):
Effective Date:
Rate 2
Rate \$:
Effective Date:
OTHER EARNINGS
Type:
Amount/Percentage:
Effective Date: Frequency:
Type:
Amount/Percentage:
Effective Date: Frequency:
DEDUCTIONS
Type:
Amount/Percentage:
Effective Date: Frequency:
Type:
Amount/Percentage:
Effective Date: Frequency:
CURRENT PAYROLL INFORMATION (This pay period only)
Hours:
Partial Salary amount: \$