

Employee Information Sheet

Complete this form for each employee OR provide us with reports that offer the **EXACT** same info.

Employee Name: _____ Birth Date: MM ____/DD ____/YY ____

Address: _____ Hire Date: MM ____/DD ____/YY ____

City, State, Zip _____ Social Security No. _____

Email Address _____ Gender: Male Female
(Only if you want your employee to have paystub access online)

Pay Frequency _____
(Example: monthly or Weekly or biweekly)

If hired in the last 20 days, would you like New hire Reporting
On this Employee? Yes No

Which types of pay does this employee receive?

- Salary \$ _____ per paycheck
- Hourly \$ _____ per hour
- Overtime Pay
- Holiday Pay
- Cash Tips

If the employee is eligible for paid time off, complete this section below, otherwise leave blank.

Sick Pay

No. of Hours Earned Per Year: _____

Max. Hours accrued per year (if any): _____

Current Balance: _____

Hours Are Accrued:

- As a lump sum at the beginning of Year
- Each Pay period
- Each Hour Worked

Vacation Pay

No. of Hours Earned Per Year: _____

Max Hours accrued per year (if any): _____

Current Balance: _____

Hours are Accrued:

- As a lump sum at the beginning of Year
- Each pay period
- Each Hour Worked

Please Note: We are not able to track or accrue "PTO" plans at this time. To Track on payroll, PTO must be designated as Sick or Vacation pay.

Employer Signature: _____ Date: _____

When you get a new hire employee. It is required by law to get 2 proofs of ID and an I-9 form filled out ~~BEFORE~~ they get paid.

Example of Proof of ID:

- Most Common- License and social security number
- Passport counts as 2 proofs
- Birth certificate and License
- If Student, Student ID Card, Social (or Student ID and Birth Certificate)

If you would like for Haynes Business Services to keep the records on file for you, we would be happy to help. Just bring the documents to us and we will keep records on file. ☺

Thank you for your business,

Haynes Business Services