

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)

Cell Phone: _____ 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: _____