

MANUAL INPUT WORKSHEET

(please print clearly)

New Employee Employee Change

Company Code

Basic Information

Employee ID	<input type="text"/>	(Your CSR will fill in this number with the next number available for your company)
Last Name *	<input type="text"/>	
First Name *	<input type="text"/>	
Middle Initial	<input type="text"/>	
Address	<input type="text"/>	
Address 2	<input type="text"/>	
Zip	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Gender	<input type="text"/>	(F=Female, M=Male)
Birth Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	(mm/dd/yy)
SSN *	<input type="text"/> - <input type="text"/> - <input type="text"/>	

Department and Status Information

Status *	<input type="text"/>	(A=Active, T=Terminated, F=Family Leave, S=Suspended, P=Personal Leave, M=Military Duty Leave)
Hire Date *	<input type="text"/> / <input type="text"/> / <input type="text"/>	(mm/dd/yy)
Labor Level 1	<input type="text"/>	(This is the employees home labor level 1)
Labor Level 2	<input type="text"/>	(This is the employees home labor level 2) if applicable
Labor Level 3	<input type="text"/>	(This is the employees home labor level 3) if applicable

Pay Rate Information

Base Rate *	\$ <input type="text"/>	(Employee base hourly rate)
Avg Hours	<input type="text"/>	(If employee is hourly, enter the number of hours they will be given if they are set up to be auto paid hours)
	<input type="text"/>	(If employee is salary, this is the number of hours that will be associated with the salary pay they receive)
Salary Rate *	\$ <input type="text"/>	(This is per pay period)
Pay Frequency *	<input type="text"/>	(W=Weekly, B=Biweekly, S=Semi-Monthly, M=Monthly)
Auto Pay	<input type="text"/>	(Hours=pay default hours each paycheck, Salary=pay base salary each paycheck)

Tax Information

FITW Status *	<input type="text"/>	(M=Married, S=Single, M=Married but withhold at higher single rate)
FITW Exemptions*	<input type="text"/>	(From line 5 of Form W-4)
Add'l FITW	\$ <input type="text"/>	(From line 6 of Form W-4. This amount will be per pay period if elected)

Miscellaneous Information

Home Phone	<input type="text"/>	(please include area code)
Ethnicity	<input type="text"/>	(A=Asian or Pacific Islander, B=Black(not of hispanic origin), H=Hispanic I=American Indian or Alaskan Native, W=White(not of hispanic origin))
Employee Type	<input type="text"/>	(FT=full time, PT=part time, OC=on call, TFT=temporary full time, TPT=temporary part time)
Term Date	<input type="text"/>	(mm/dd/yy)
Rehire Date	<input type="text"/>	(mm/dd/yy)
WCC *	<input type="text"/>	Worker compensation code

* = is a required field for new employees