



## EMPLOYEE PROFILE

COMPANY NAME:

☐ New Hire

☐ Active Employee Change

☐ Rehire

### EMPLOYEE INFORMATION:

Name as on SS card: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_ Employee Time Card #: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Status: Full-Time or Part-Time or Seasonal Gender: Male or Female

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### PAY INFORMATION:

Pay Rate: \_\_\_\_\_

Pay Type: Hourly or Salaried Exempt or Salaried Non-Exempt or Commission or Piecework

### TAX INFORMATION:

Tax Withholdings	Filing Status (circle one)	Number of Exemptions	Extra Dollar Amount to Withhold
FEDERAL	Single / Married / Head of Household		
STATE	Single / Married / Head of Household		

SPECIAL INSTRUCTIONS: