

Note: This new/update employee worksheet has been updated to reflect changes on the revised Form W-4, which is required for all new employees hired in 2020. Please review carefully as the required information is significantly different. Take a moment to learn more about the revised Form W-4 from [our help article & video tutorial](#).

NEW EMPLOYEE WORKSHEET

☐ **New Information** ☐ **Update Information** ☐ **Rehire**

Company/Employer _____

Social Security # _ _ _ - _ _ - _ _ **Hire Date:** _____

Employee Name _____

Legal Name – First Name, MI, Last

Mailing Address _____ **Gender:** ☐ Male ☐ Female

City _____ **State** _____ **ZIP** _____ **Date of Birth:** _____

Employee's Email Address *(for clock and eStubs only):* _____

Tax Type: ☐ W2/Employee ☐ 1099/Ind. Cont. **Status:** ☐ Full Time ☐ Part Time

W4 Status: ☐ Single or Married filing separately ☐ Married filing jointly ☐ Head of household

Is the box checked in Step 2(c)? _____ **W4 Claim Dependents** *(total amount from line 3)* \$ _____

Other Income: \$ _____ **Deductions:** \$ _____ **Extra Withholding:** \$ _____ **State Withholding** \$ _____
Total amount from Line 4(a) *Total amount from Line 4(b)* *Total amount from Line 4(c)* *If applicable*

Employee Code *(optional)* _____ **Pay Info:** ☐ Salary ☐ Hourly ☐ Commission ☐ Piece Rate

Pay Rate: \$ _____/hour **Home Dept** *(if applicable)* _____

Salary \$ _____/pay period*

**If hired mid-pay period, please provide the first payment amount \$ _____*

Any scheduled earnings/deductions? *(Child support, 401K, insurance, etc.)*

☐ Yes ☐ No *(If child support/garnishment, please send court order.)*

Type & Amount _____

Is this employee eligible for vacation/PTO accruals? ☐ Yes ☐ No

Notes: _____

Manager's Signature _____

Rate Table*(If applicable)*

1) \$ _____/hour
_____ /dept.

2) \$ _____/hour
_____ /dept.

3) \$ _____/hour
_____ /dept.