

# New Hire



Company \_\_\_\_\_

Employee \_\_\_\_\_

Address \_\_\_\_\_

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

Phone # \_\_\_\_\_ Social Security # \_\_\_\_\_

Gender  Male  Female

Birth Date \_\_\_\_\_

## Business Owner / Manager to Complete

Hire Date: \_\_\_\_\_

Is Employee a Re-Hire?  Yes  No

Employee ID\*: \_\_\_\_\_ \*If nothing is specified the system will auto assign the next number.

Pay Info:  Hourly  Salary with Overtime  Salary NO Overtime  Commission

Pay Rate: \$ \_\_\_\_\_  Per Hour  Per Pay Period  Annual

Pay Frequency:  Weekly  Biweekly  Semi-monthly  Monthly

Employee Type:  Full Time  Part Time  Temporary/Seasonal

Tax Filing:  W2 Employee  1099 Employee

W4 Filing Status:  Single  Married  Married but withhold at a higher single rate

Allowances: \_\_\_\_\_ Additional Amount: \_\_\_\_\_

State Filing Status:  Single  Married  Other \_\_\_\_\_

Allowances: \_\_\_\_\_ Additional Amount: \_\_\_\_\_

Division: \_\_\_\_\_ Branch: \_\_\_\_\_ Department: \_\_\_\_\_ Team: \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Comp Code: \_\_\_\_\_  
(if applicable)

VMR Email Address: \_\_\_\_\_

If Payroll Maxx is tracking your time off accrual plan(s), list the plan(s) the employee should be added to in the notes section below.

Notes: \_\_\_\_\_  
\_\_\_\_\_

Deductions / Earnings*		Name / Code	\$ Amount	Start Date	Select One
<input type="checkbox"/> Deduction	<input type="checkbox"/> Earning			<i>immediately</i>	<input type="checkbox"/> Permanent <input type="checkbox"/> One Time
<input type="checkbox"/> Deduction	<input type="checkbox"/> Earning			<i>immediately</i>	<input type="checkbox"/> Permanent <input type="checkbox"/> One Time
<input type="checkbox"/> Deduction	<input type="checkbox"/> Earning			<i>immediately</i>	<input type="checkbox"/> Permanent <input type="checkbox"/> One Time

\*Above Deductions / Earnings effective immediately. See EMPLOYEE CHANGE form for FUTURE additions or changes

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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