

Employee Information Sheet

New Hire ☐ ReHire ☐ Change of Information ☐

Company Name:

Company ID:

Employee Information

Social Security #:		(Re)Hire/Separation Date:	
EE Code:		Date of Birth:	
Last Name:		First Name:	
Address:			
Address 2:			
City:		State:	Zip:
Timekeeper Card #:		Primary Phone:	
Gender:		Workers Comp Class:	
Division:	Branch:	Department:	Team:
Email Address (for payroll stubs):			

Pay Information

Pay Frequency (Check One)	Weekly <input type="checkbox"/>	Bi-Weekly <input type="checkbox"/>	Semi-Monthly <input type="checkbox"/>	Monthly <input type="checkbox"/>
Per Pay Period Salary \$:	<input type="checkbox"/> Hrs	<input type="checkbox"/> \$ to Pay:	Dept:	
Rate 1:	<input type="checkbox"/> Hrs	<input type="checkbox"/> \$ to Pay:	Dept:	
OT Rate 1:	<input type="checkbox"/> Hrs	<input type="checkbox"/> \$ to Pay:	Dept:	
Rate 2:	<input type="checkbox"/> Hrs	<input type="checkbox"/> \$ to Pay:	Dept:	
Other \$:	Tips \$:			
First Pay Prorated \$:				
1099?		J-1 Visa Employee?		
Time Off Accrual?		TOA Rate:		

Taxation	State to Withhold (or Local/County)	Single or Married (Check One)	Exemptions Claimed (Enter Number)	Additional Tax Options (Check Options)
Federal		<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/>		<input type="checkbox"/> Flat <input type="checkbox"/> Extra _____ <input type="checkbox"/> \$ <input type="checkbox"/> %
State		<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/>		<input type="checkbox"/> Flat <input type="checkbox"/> Extra _____ <input type="checkbox"/> \$ <input type="checkbox"/> %
Local		<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/>		<input type="checkbox"/> Flat <input type="checkbox"/> Extra _____ <input type="checkbox"/> \$ <input type="checkbox"/> %
Disability				
SUI				

Voluntary Scheduled Deductions

Description (ex. Health)	Type (ex. Pretax)	Permanent Per Pay \$	One Time \$

Please fax completed form to Experity at 804.355.7347 or Toll Free 888.355.7347
Questions? Please call a Experity Rep at 804.355.6674 or Toll Free 888.355.6674