

## Employee Set-Up and Change Form

Employer \_\_\_\_\_ Date \_\_\_\_\_

- New Employee**  
 **Changes to Existing Employee** (only fill in items that have changed)

Effective Date of Change \_\_\_\_\_

SSN No. \_\_\_\_\_ Employee No. \_\_\_\_\_ Department \_\_\_\_\_

Employee Name \_\_\_\_\_

Street Address \_\_\_\_\_

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

Hire Date \_\_\_\_\_ Termination Date \_\_\_\_\_ Birth Date \_\_\_\_\_

Pay Rate \$ \_\_\_\_\_

Email Address (ESS Web Employee) \_\_\_\_\_

<b>Federal Withholding</b>	<b>State Withholding</b>	<b>Other Pay or Misc Deductions</b>
		<i>Description</i> <i>Amount</i>
<input type="checkbox"/> Single	<input type="checkbox"/> Single	_____ \$ _____
<input type="checkbox"/> Married	<input type="checkbox"/> Married	_____ \$ _____
Qualifying Child Under 17 \$ _____	<input type="checkbox"/> Married WH Higher Rate	_____ \$ _____
Other Dependents \$ _____	Exemptions _____	<b>401k</b> _____ \$ _____
Additional \$ _____	Additional \$ _____	<b>Roth</b> _____ \$ _____
Other Income \$ _____		<b>Simple IRA</b> _____ \$ _____

Hours / Salary this pay period \_\_\_\_\_

**Direct Deposit Account Type**

**Checking**     **Savings**

Bank Name \_\_\_\_\_

Bank Routing No. \_\_\_\_\_

Account No. \_\_\_\_\_