



**EMPLOYEE SET UP INFORMATION**

**CLEINT ID#** \_\_\_\_\_

**CLIENT NAME** \_\_\_\_\_

**DIVISION** \_\_\_\_\_ **BRANCH** \_\_\_\_\_ **DEPT** \_\_\_\_\_

**LAST NAME** \_\_\_\_\_

**FIRST NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

**SOCIAL SECURITY** \_\_\_\_\_

**SEX** \_\_\_\_\_ **HIREDATE** \_\_\_\_\_

**BIRTHDATE** \_\_\_\_\_

**FEDERAL STATUS:** **MARRIED** \_\_\_\_\_ **SINGLE** \_\_\_\_\_  
**EXEMPTIONS** \_\_\_\_\_ **ADD'TLS** \_\_\_\_\_

**STATE STATUS:** **MARRIED** \_\_\_\_\_ **SINGLE** \_\_\_\_\_  
**(IF APPLICABLE)** **EXEMPTIONS** \_\_\_\_\_ **ADD'TLS** \_\_\_\_\_

**SALARY PER PAYPERIOD** \_\_\_\_\_

**HOURLY RATE** \_\_\_\_\_

**DEDUCTIONS (IF ANY)** \_\_\_\_\_