

ONBOARDING PAYROLL INFORMATION SHEET

New Hire Setup Template

Please complete all sections of this form clearly to ensure the accurate setup of your payroll profile.

1. EMPLOYEE PERSONAL INFORMATION

LEGAL FIRST NAME

LEGAL LAST NAME

SOCIAL SECURITY NUMBER / NATIONAL ID

DATE OF BIRTH

HOME ADDRESS (STREET, APT/SUITE)

CITY, STATE, ZIP/POSTAL CODE

PHONE NUMBER

PERSONAL EMAIL ADDRESS

2. EMPLOYMENT DETAILS (HR / PAYROLL USE ONLY)

EMPLOYEE ID

HIRE DATE / START DATE

JOB TITLE

DEPARTMENT

EMPLOYMENT TYPE

Full-Time

PAY TYPE

Part-Time

Salary

Temporary

Hourly

3. DIRECT DEPOSIT AUTHORIZATION

Please provide your banking information below for direct deposit setup. You may specify up to two accounts.

Account 1 (Primary)

BANK NAME

ACCOUNT TYPE

Checking

ROUTING NUMBER

Savings

ACCOUNT NUMBER

Account 2 (Optional)

BANK NAME

ACCOUNT TYPE

Checking

ROUTING NUMBER

Savings

ACCOUNT NUMBER

4. AUTHORIZATION & SIGNATURES

I hereby authorize the Employer to deposit my net pay into the account(s) designated above. I also authorize the Employer to adjust any overdeposits made to my account in error. This authorization remains in effect until written notification of termination is provided.

Employee Signature

Date

Authorized Payroll Representative Signature

Date