

# PAYROLL SETUP TEMPLATE

New Benefits Enrollment Authorization

## 1. EMPLOYEE INFORMATION

EMPLOYEE NAME (LAST, FIRST, M.I.)

EMPLOYEE ID

SOCIAL SECURITY NUMBER (LAST 4 DIGITS)

DEPARTMENT

JOB TITLE

DATE OF HIRE

## 2. PAYROLL CYCLE & TIMELINE

PAY FREQUENCY

BENEFITS EFFECTIVE DATE

FIRST PAYROLL DEDUCTION DATE

## 3. BENEFIT SELECTIONS & PAYROLL DEDUCTIONS

BENEFIT TYPE	PLAN NAME / LEVEL	PRE-TAX DEDUCTION	POST-TAX DEDUCTION	EMPLOYEE COST (PER PAY PERIOD)
Medical Insurance		<input type="checkbox"/>	<input type="checkbox"/>	
Dental Insurance		<input type="checkbox"/>	<input type="checkbox"/>	
Vision Insurance		<input type="checkbox"/>	<input type="checkbox"/>	
HSA Contribution		<input type="checkbox"/>	<input type="checkbox"/>	
FSA (Medical)		<input type="checkbox"/>	<input type="checkbox"/>	
FSA (Dependent Care)		<input type="checkbox"/>	<input type="checkbox"/>	
Voluntary Life Insurance		<input type="checkbox"/>	<input type="checkbox"/>	
Short/Long Term Disability		<input type="checkbox"/>	<input type="checkbox"/>	
Retirement (401k/Pension)		<input type="checkbox"/>	<input type="checkbox"/>	

BENEFIT TYPE	PLAN NAME / LEVEL	PRE-TAX DEDUCTION	POST-TAX DEDUCTION	EMPLOYEE COST (PER PAY PERIOD)
<b>Total Payroll Deduction Per Pay Period:</b>				

#### 4. EMPLOYER CONTRIBUTIONS (PAYROLL REFERENCE ONLY)

BENEFIT TYPE	EMPLOYER SHARE REFERENCE / CODE	EMPLOYER CONTRIBUTION (PER PAY PERIOD)
Medical Contribution		
Dental Contribution		
Vision Contribution		
Retirement Match %		

#### 5. AUTHORIZATION & APPROVALS

I hereby authorize the employer to deduct the indicated pre-tax and/or post-tax amounts from my wages each pay period to cover my share of the premiums for the benefits elected above. I understand that these deductions will continue until a qualifying life event or the next open enrollment period.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HR / BENEFITS ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE APPROVED

\_\_\_\_\_  
PAYROLL DEPARTMENT ACTION COMPLETED BY

\_\_\_\_\_  
DATE KEYED INTO PAYROLL