

Employee Info needed for Payroll Setup

Employee Name			
Street Name			
City, State, Zip code			
SSN			
Email Address		Cell Phone	
Work Phone #		Home Phone #	
<i>Payroll Information</i>			
Date of Hire		Cost Center or Department	
Start Date		Date of Last Raise	
Date of Birth		Pay Rate (s)	
Additional Info		Additional Info	
Amount, description, goal and frequency of all deductions			
Other info that you would like us to Track			

*****If employee wants pay via direct deposit a Checkmate direct deposit form is required.***

