

New Employee Worksheet *(please do not forward W-4s, I-9s, State New Hire forms, etc.)*

FROM: (YOUR CONTACT INFORMATION)

Name : _____ Phone: (____) _____

Company: _____ Fax : (____) _____

Last name _____ First _____ Middle Initial _____

Street _____ City _____ State _____ Zip Code _____

Phone(____) _____ Social Security # _____

Hired Date ____/____/____ Department _____

Birth Date ____/____/____ Rate of Pay \$ _____

Marital Status - Married _____ Exemptions - Federal _____ Plus Additional \$ _____

Single _____ State _____ Plus Additional \$ _____

City _____ Plus Additional \$ _____

Hours for this pay period:

(please include in time journal totals)

Regular _____

Overtime _____

Other _____

Other _____

Other _____

Other _____

Deductions for this pay period:

Description	Amount	Frequency
		<i>(One time or Each pay)</i>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Notes: