

New Hire



Company: _____

Social Security #: _____

Employee Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Work State: _____

Phone #: _____

Gender: Male Female Birth Date: _____

Business Owner / Manager to Complete

Is Employee a Re-Hire? Yes No

If "Yes" Reactivate: Direct Deposit: Yes No Benefits: Yes No

Hire/Rehire Date: _____

Employee ID*: _____ *If nothing is specified the system will auto assign the next number.

Pay Info: Hourly Salary with Overtime Salary NO Overtime Commission

Pay Rate: \$ _____ Per Hour Per Pay Period Annual

Pay Frequency: Weekly Biweekly Semi-monthly Monthly

Position Status: Full Time Part Time Seasonal

Tax Filing: W2 Employee 1099 Employee

W-4 Filing Status: Single Married Married, but withhold at higher Single rate

Allowances: _____ Additional Amount: _____

State Filing Status: Single Married Other _____

Allowances: _____ Additional Amount: _____

Division: _____ Branch: _____ Department: _____ Team: _____

Position: _____ Work Comp Code: _____
(details tab) (if applicable)

VMR Email Address: _____

ESS User Name: _____ Password: _____

If Payroll Maxx is tracking your time off accrual plan(s), list the plan(s) the employee should be added to in the notes section below.

Notes: _____

Deductions / Earnings*		Name / Code	\$ Amount	Select One	
<input type="checkbox"/> Deduction	<input type="checkbox"/> Earning			<input type="checkbox"/> Permanent	<input type="checkbox"/> One Time
<input type="checkbox"/> Deduction	<input type="checkbox"/> Earning			<input type="checkbox"/> Permanent	<input type="checkbox"/> One Time
<input type="checkbox"/> Deduction	<input type="checkbox"/> Earning			<input type="checkbox"/> Permanent	<input type="checkbox"/> One Time

*Above Deductions / Earnings effective immediately. See EMPLOYEE CHANGE form for FUTURE additions or changes

Authorized Signature: _____ Date: _____