Payroll Organizer

Employee Setup (complete 1 per employee)

Address:	First Name:		Last	Name:	
City ST Zip Code	Address:				
Birth Date: Hire Date: Gender: Male Female Email Address: Employee Type: Full Time Temporary 1099 Part Time Employee Status: Active Terminated New Hire Inactive Benefit Tracking Opening Balance Earned Per Period Maximum Balance Vacation Hours Hours Hours Hours Sick Hours Hours Hours Hours Personal Hours Hours Hours Personal Hours Hours Hours Personal Hours Hours Hours Personal Hours Hours Hours Pay Type: Live Check Direct Deposit Direct Deposit Info Bank Name: Routing Number (9 digits): Account Number: Account Type: Checking Savings Pay Info: Hourly Salary Regular Pay Rate: Per Hour / Pay Period Overtime Rate: Per Hour / Pay Period Other Rate: Per Hour / P					Zip Code
Gender: Male Female Email Address: Employee Type: Full Time Temporary 1099 Part Time Employee Status: Active Terminated New Hire Inactive Benefit Tracking Opening Balance Earned Per Period Maximum Balance	Phone Number:		Soc	cial Security Number	:
Employee Type: Full Time Temporary 1099 Part Time Employee Status: Active Terminated New Hire Inactive Benefit Tracking Opening Balance Earned Per Period Maximum Balance Vacation Hours Hours Hours Sick Hours Hours Hours Personal Hours Hours Hours Personal Hours Hours Hours Personal Hours Hours Hours Pay Type: Live Check Direct Deposit Direct Deposit Info Bank Name: Routing Number (9 digits): Account Number: Account Type: Checking Savings Pay Info: Hourly Salary Regular Pay Rate: Overtime Rate: Per Hour / Pay Period Other Rate: Per Hour / Pay Period Other Rate: Per Hour / Pay Period Fedearl Tax Info Filing Status: Married Single Allowances (Form W-4) Additional Withholding Amount: State Tax Info Filing Status: Married Single	Birth Date:		Hire	e Date:	
Employee Status: Active Terminated New Hire Inactive Description Deposit Balance Earned Per Period Maximum Balance	Gender: Ma	le Fem	ale Email Ac	ldress:	
Benefit Tracking Vacation	Employee Type:	Full Ti	me Tempo	rary 1099	Part Time
Vacation Hours Hours Hours Sick Hours Hours Hours Personal Hours Hours Hours Personal Hours Hours Hours Pay Type: Live Check Direct Deposit Direct Deposit Info Bank Name: Routing Number (9 digits): Account Number: Account Type: Checking Savings Pay Info: Hourly Salary Regular Pay Rate: Per Hour / Pay Period Overtime Rate: Per Hour / Pay Period Other Rate: Per Hour / Pay Period Other Rate: Per Hour / Pay Period Fedearl Tax Info Filing Status: Married Single Allowances (Form W-4) Additional Withholding Amount: State Tax Info Filing Status: Married Single	Employee Status:	Activ	ve Termina	ted New Hi	re Inactive
Sick Hours Hours Hours Personal Hours Hours Hours Pay Type: Live Check Direct Deposit Direct Deposit Info Bank Name: Routing Number (9 digits): Account Number: Account Type: Checking Savings Pay Info: Hourly Salary Regular Pay Rate: Per Hour / Pay Period Overtime Rate: Per Hour / Pay Period Other Rate: Per Hour / Pay Period Other Rate: Per Hour / Pay Period Fedearl Tax Info Filing Status: Married Single Allowances (Form W-4) Additional Withholding Amount: State Tax Info Filing Status: Married Single	Benefit Tracking		Opening Balance	Earned Per Period	Maximum Balance
Personal Hours Hours Hours Pay Type: Live Check Direct Deposit Direct Deposit Info Bank Name:		Vacation	Hours	Hours	Hours
Pay Type: Live Check Direct Deposit Direct Deposit Info Bank Name:		Sick	Hours	Hours	Hours
Direct Deposit Info Bank Name:		Personal	Hours	Hours	Hours
Pay Info: Hourly Salary Regular Pay Rate: Per Hour / Pay Period Overtime Rate: Per Hour / Pay Period Other Rate: Per Hour / Pay Period Fedearl Tax Info Filing Status: Married Single Allowances (Form W-4) Additional Withholding Amount: State Tax Info Filing Status: Married Single Filing Status: Married Single	Direct Deposit Info Bank Name: Routing Number (9 Account Number:	o digits):			
Regular Pay Rate: Per Hour / Pay Period Overtime Rate: Per Hour / Pay Period Other Rate: Per Hour / Pay Period Fedearl Tax Info Filing Status: Married Single Allowances (Form W-4) Additional Withholding Amount: State Tax Info Filing Status: Married Single Filing Status: Married Single	Pay Info:	Hourly	Salary		
Overtime Rate: Per Hour / Pay Period Other Rate: Per Hour / Pay Period Fedearl Tax Info Filing Status: Married Single Allowances (Form W-4) Additional Withholding Amount: State Tax Info Filing Status: Married Single Filing Status: Married Single	•	•	•	our / Pay Period	
Other Rate: Per Hour / Pay Period Fedearl Tax Info Filing Status: Married Single Allowances (Form W-4) Additional Withholding Amount: State Tax Info Filing Status: Married Single					
Filing Status: Married Single Allowances (Form W-4) Additional Withholding Amount: State Tax Info Filing Status: Married Single	Other Rate:				
Allowances (Form W-4) Additional Withholding Amount: State Tax Info Filing Status: Married Single	Fedearl Tax Info				
State Tax Info Filing Status: Married Single	Filing Status:	Married	Single		
Filing Status: Married Single	Allowances (Form	W-4)	Additional Withh	nolding Amount:	
	State Tax Info				
Allowances (Form W-4) Additional Withholding Amount:	Filing Status:	Married	Single		
	Allowances (Form W-4)		Additional Withl	nolding Amount:	