

\*\*\*INTEROFFICE USE ONLY\*\*\*

- APEX
- ESS
- TIMECLOCK

# EMPLOYEE INFORMATION FORM | 2022

Effective Date: \_\_\_ / \_\_\_ / \_\_\_



## EMPLOYEE INFORMATION FOR: NEW HIRE/REHIRE/STATUS CHANGE

Status Change:  Yes  NO      Rehire:  Yes  NO      Prorate 1<sup>st</sup> Check:  Yes  NO to \$ \_\_\_\_\_  
Amount

TODAYS DATE: \_\_\_\_\_

Client Number: \_\_\_\_\_ Client Name: \_\_\_\_\_

### Personal Information

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone #: \_\_\_\_\_

Marital Status:  Single  Married  Married at Single Rate      Exemptions: \_\_\_\_\_

Additional Federal W/H \$ \_\_\_\_\_ or % \_\_\_\_\_ State Exemptions: \_\_\_\_\_

SEX:  Female  Male      DOB: \_\_\_ / \_\_\_ / \_\_\_      Email: \_\_\_\_\_

### Job Information

Date of Hire: \_\_\_ / \_\_\_ / \_\_\_      Employee Number: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title / Position: \_\_\_\_\_

Wage Type:  Hourly  Salary      Hourly/Salary per Pay Period: \$ \_\_\_\_\_ Subject to Overtime:  Yes  NO

Hourly/Salary per Pay Period: \$ \_\_\_\_\_ Subject to Overtime:  Yes  NO

### Deduction Information:

Deduction Reason/Name: \_\_\_\_\_ Amount of Deduction: \$ \_\_\_\_\_ Per: \_\_\_\_\_

Deduction Reason/Name: \_\_\_\_\_ Amount of Deduction: \$ \_\_\_\_\_ Per: \_\_\_\_\_