



RunPayroll Employee Setup

Questions? Call 970-266-8396 or email us at Kristen@creatingtimeinc.com

Employee Type <input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> temporary <input type="checkbox"/> 1099 contractor			
Employee Status <input type="checkbox"/> new hire <input type="checkbox"/> active <input type="checkbox"/> terminated <input type="checkbox"/> inactive			
First Name		Last Name	
Street		City	State Zip
Phone Number		Phone Type <input type="checkbox"/> home <input type="checkbox"/> cell	
Social Security Number		<input type="checkbox"/> male <input type="checkbox"/> female	
Email Address		<input type="checkbox"/> hourly <input type="checkbox"/> salary	
Date of Birth / /		Hire Date / /	

Payment Type <input type="checkbox"/> paper check <input type="checkbox"/> direct deposit (complete the section below)					
Acct	Bank Name	Routing Number	Account Number	\$ or %	Savings/Checking
1					
2					
3					

Pay Rate \$	<input type="checkbox"/> salary <input type="checkbox"/> regular hourly <input type="checkbox"/> regular 1099 <input type="checkbox"/> overtime <input type="checkbox"/> other
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ACCRUED OPENING BALANCES		
Vacation Time hrs	Sick Time hrs	Personal Time hrs

FEDERAL TAX INFORMATION	
Check if employee is exempt <input type="checkbox"/>	Federal Filing Status Married <input type="checkbox"/> Single <input type="checkbox"/>
Federal Allowances	Federal Extra Withholding \$
Check if employee is SUI exempt <input type="checkbox"/>	
STATE TAX INFORMATION	
State Filing Status Married <input type="checkbox"/> Single <input type="checkbox"/>	State Allowances
Extra Withholding \$	Special Deduction \$