RunPayroll

MAI SOLUTIONS
A BOOKKEEPING FIRM

Start Simple ☒ - Employee Setup

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Social Security Number: _____

Gender: ☐ Male ☐ Female Email Address: _____

Pay Info: ☐ Hourly ☐ Salary Birth Date: _____/_____/_____ Hire Date: _____/_____/_____

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

Department Tracking:

Code#:	%
Code#:	%
Code#:	%

Pay Type: ☐ Live Check ☐ Direct Deposit

Direct Deposit Info:

	$ or %*	Routing Number (9 digits)	Account Number	Bank Name
Account #1				
Account #2				
Account #3				

*With fixed dollar amount or percentage, the "remainder" will be deposited into the last account entered.

Regular Pay Rate: $_____ Per Hour/Pay Period
Overtime Rate: $_____ Per Hour/Pay Period
Other Rate: $_____ Per Hour/Pay Period

Federal Tax Info: Filing Status ☐ Married ☐ Single
Allowances _____ Additional Withholding Amount $_____

State Tax Info: Income Tax Filing State _____ Unemployment Filing State _____
Filing Status ☐ Married ☐ Single ☐ Head of Household ☐ Other
Allowances _____ Additional Withholding Amount $_____

Local Taxes: Authority Name _____ % _____ Occupational Tax _____

Deductions:

Name:	$ Per Payroll
Name:	$ Per Payroll
Name:	$ Per Payroll
Name:	$ Per Payroll

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