



Staff Hire/Terminate Form

First Name	Last Name
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New Hire

Submit with current W-4 Form & NJ W-4 Form

New Hire Personal Information	
Date of Birth	Gender
Personal Email	Phone

Employment Information	
Date of Hire	Rate of Pay/Salary
Position	FT PT

Payroll Deductions	
Medical Deduction Amount	
AFLAC Deduction Amount	
Other Deduction	

Direct Deposit Information	
Name of Bank	☐ Checking ☐ Savings
Routing Number	Account Number

Termination

Termination Date		Last Day Worked	
Termination Type	☐ Involuntary ☐ Voluntary ☐ Miscellaneous		
Termination Description	☐ Quit - Other Job ☐ Quit - Personal / family reasons ☐ Quit - Relocation / move out of area ☐ Quit - Education / return to school ☐ Quit - Dissatisfied with pay / supervisor / opportunities ☐ Quit - In lieu of discharge ☐ Quit - Unknown / Walk off job /		