



| Employee New Hire/Change Form | | Company Information | |
|-------------------------------|--|---------------------|--|
|-------------------------------|--|---------------------|--|

| | | | |
|--------------------|------------------------|------------------------|--------------------------|
| Date: _____ | Approval: _____ | Co. Name: _____ | Co. Number: _____ |
|--------------------|------------------------|------------------------|--------------------------|

*** All areas in bold and italicized must be completed.

| | |
|---|--|
| <input type="checkbox"/> <i>New Employee</i> | <input type="checkbox"/> <i>Change Employee Information</i> |
| <i>Employee #</i> _____ | <i>S.S. #</i> _____ |
| <i>Name</i> _____ <small style="display: flex; justify-content: space-between;">FirstMiddle I.Last</small> | |
| <i>Address</i> _____ | |
| <i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____ <i>Email</i> _____ | |
| <i>Hire Date</i> _____ <i>Birth Date</i> _____ <i>Dept#:</i> _____ <i>Time Card #</i> _____ | |

| | |
|--|--|
| <i>Federal Withholding Rate</i> | <i>State Withholding Rate</i> <i>State</i> _____ |
| <i>Filing Status</i> _____ | <i>Filing Status</i> _____ |
| <i># of Allowances</i> _____ | <i># of Allowances</i> _____ |
| <i>Additional Amount</i> _____ | <i>Additional Amount</i> _____ |
| | <i>School District Code</i> _____ |

| | | | |
|--|---------------------------------|------------------------------|-----------------------------------|
| <i>Salary</i> _____ <small><i>per pay period</i></small> | <i>Hourly Rate</i> _____ | <i>O/T Rate</i> _____ | <i>Pay Frequency</i> _____ |
|--|---------------------------------|------------------------------|-----------------------------------|

| | |
|--|----------------------------------|
| <i>Title</i> _____ | <i>Gender</i> _____ |
| <i>Supervisor</i> _____ | <i>Location</i> _____ |
| <i>Dept.</i> _____ | <i>Division</i> _____ |
| <i>EEO Classification</i> _____ | <i>EEO Job Code</i> _____ |

| <u>Deduction Name</u> | | |
|------------------------------|--------------|------------|
| Deduction 1 _____ | Amount _____ | Note _____ |
| Deduction 2 _____ | Amount _____ | Note _____ |
| Deduction 3 _____ | Amount _____ | Note _____ |
| Deduction 4 _____ | Amount _____ | Note _____ |
| Deduction 5 _____ | Amount _____ | Note _____ |
| Deduction 5 _____ | Amount _____ | Note _____ |
| Deduction 7 _____ | Amount _____ | Note _____ |
| Deduction 8 _____ | Amount _____ | Note _____ |