



Employee information setup

Company name _____ Company ID _____

New Change

Complete for each employee or provide a report with the following information.

* Indicates required field.

[†] Date of birth and date of hire required for any retirement plan or if using New Hire Reporting. Date of hire required for Time Off Accruals.

1. Employee information

Social security number *				Employee ID			
Last name *				First name *		MI	
Address 1 *				Address 2			
City *				State *		Zip code *	
Date of birth [†]		Gender	Department		Current hire date [†]		Termination date
Current status code		Position status (for timeclock import)		Salary amount	Hourly rate 1	Hourly rate 2	
<input type="radio"/> Active	<input type="radio"/> Terminated	<input type="radio"/> Inactive	<input type="radio"/> Full Time	<input type="radio"/> Part Time			
Pay frequency					Workers' comp code		
<input type="radio"/> Weekly	<input type="radio"/> Bi-Weekly	<input type="radio"/> Semi-Monthly	<input type="radio"/> Monthly	<input type="radio"/> Other			

2. Tax withholding status

Federal marital status *				Federal exemptions *			
<input type="radio"/> Single	<input type="radio"/> Married	<input type="radio"/> Married, but withholding at Single rate		Number:			
Federal withholdings		Amount	Percentage	State withholdings		Amount	Percentage
<input type="radio"/> Flat rate	<input type="radio"/> Additional	<input type="radio"/> \$	<input type="radio"/> %	<input type="radio"/> Flat rate	<input type="radio"/> Additional	<input type="radio"/> \$	<input type="radio"/> %
State marital status				State exemptions			
<input type="radio"/> Single	<input type="radio"/> Married	<input type="radio"/> Married, but withholding at Single rate		Number:			

3. Recurring earnings/deductions (Per pay period, in addition to standard tax deductions)

Description	Select one:	Amount	Percentage
	<input type="radio"/> Pre-tax <input type="radio"/> Post-tax	<input type="radio"/> \$	<input type="radio"/> %
Description	Select one:	Amount	Percentage
	<input type="radio"/> Pre-tax <input type="radio"/> Post-tax	<input type="radio"/> \$	<input type="radio"/> %
SIT/SDI state	SUI state	Local tax / county	

4. Time off balance (if you want Wells Fargo Business Payroll Services to track time off balances)

Description	Balance
Description	Balance

5. Direct deposit information (It can take one to two payroll periods for you to begin receiving direct deposits.)

Bank name	Account type	Amount to be deposited (select dollar or percentage)	
	<input type="radio"/> Checking <input type="radio"/> Savings	<input type="radio"/> \$	<input type="radio"/> %
Routing/transit number (must start with 0, 1, 2 or 3)	Account number		