Time & Payroll
TAKES THE TIME

EMPLOYEE PROFILE

COMPANY NAME:

☐ New Hire   ☐ Active Employee Change   ☐ Rehire

EMPLOYEE INFORMATION:

Name as on SS card: _____

Hire Date: _____   Date of Birth: _____

Social Security #:_____   Employee Time Card #: _____

Position: _____   Department: _____

Status: Full-Time   or   Part-Time   or   Seasonal   Gender: Male   or   Female

Address: _____

City: _____   State: _____   Zip: _____

Phone: _____   Email Address: _____

PAY INFORMATION:

Pay Rate: _____

Pay Type: Hourly or Salaried Exempt or Salaried Non-Exempt or Commission or Piecework

TAX INFORMATION:

Tax Withholdings	Filing Status (circle one)	Number of Exemptions	Number of Qualifying Children under 17 years old	Extra $$ Amount to Withhold
FEDERAL	Single / Married / Head of Household			
STATE	Single / Married / Head of Household			

SPECIAL INSTRUCTIONS:

02.04.2020