

PrimeX HR Payroll: Employee Profile



New Employee **Employee Change**

Company Name:			
Employee Name (Last, First, Middle)			
SSN:	Date of Birth:	Hire Date:	
Division:	Location:	Dept:	
Address:	City:	State:	Zip:

Federal Withholding	State Withholding	Pay Type:	Pay Notes
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Head of Household	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Head of Household	<input type="checkbox"/> Hourly, Rate: \$ _____ <input type="checkbox"/> Salary, Rate: \$ _____ <input type="checkbox"/> Other: _____	
Allowances Claimed:	Allowances Claimed:	Worker's Comp Code:	
Alternative Tax %:	Alternative Tax %:	Worker's Comp Classification:	
Additional Amount:	Additional Amount:		

Deduction Name	Pretax	Amount/Percent Per Payroll	Notes
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Employer Signature for New/Change Employee **Title** **Date**

Direct Deposit: A voided check/bank letter must be faxed or emailed. No deposit slips or starter checks.

Bank Name:	<input type="checkbox"/> Checking	Account #:	<input type="checkbox"/> % of Net: _____
	<input type="checkbox"/> Savings	Routing #:	<input type="checkbox"/> Fixed Amount: _____
Bank Name:	<input type="checkbox"/> Checking	Account #:	<input type="checkbox"/> Remainder of Net
	<input type="checkbox"/> Savings	Routing #:	<input type="checkbox"/> % of Net: _____
			<input type="checkbox"/> Fixed Amount: _____
			<input type="checkbox"/> Remainder of Net

I hereby authorize my employer (above) to initiate any credit entries and if necessary, debit and adjustment in error to my (our) account listed above. This authority is to remain in full force and effect until employment/payroll processor has received written notification from the employee of its termination in such time and manner as to afford employer/payroll processor a reasonable opportunity to act on it.

Employee Signature for Direct Deposit **Date** **Employee Contact Phone**