## Business Payroll Services Employee information setup



complete for each employee or provide a report with the following info	ormation.	* Indicates	Change required field.			
omplete for each employee or provide a report with the following into Date of birth and date of hire required for any retirement plan or if t	using Nev	v Hire Reportin	g. Date of hire	required for	Time Off Accruals.	1. 1 <sub>8</sub>
. Employee information				<i>C</i> -	ID	
ocial security number *		Employee ID		Co	ompany ID	7
:					- A4:	
ast name <sup>±</sup>		First name *			MI MI	
					_ <u>y</u>	
Address 1 *		Address 2		•	V	177 de 287
philipping of the second secon		C+ato *	and the second second	αZi	p code *	A
lity *	W	State *		V		V
Date of birth Gender Department			Current hire	date -	Termination date	State State
Sale of Bilar					<u> </u>	
Current status code Position status (for timecloci	k import)	Salary amount	t H	ourly rate 1	Hourly rate 2	
O Active U Terminated O Inactive O Full Time O Part Time					personal territories and the same and the sa	
Pay frequency			W	orkers' comp	code	9
O Weekly O Bi-Weekly O Semi-Monthly O Monthly O Other						
						1
2. Tax withholding status		Federal exemp	otions *			-
Federal marital status *		Number:		V		
Single O Married O Married, but withholding at Single rate		State withhold		Amount	Percentage	
Federal withholdings Amount Percentage	94	O Flat rate		O\$	0	4)
Ĝ Flat rate   ② Additional   ② S		State exempti			***************************************	
State marital status		Number:	U:-J	V		\$ 10
○ Single ○ Married ○ Married, but withholding at Single rate		<u> </u>	untu			
SIT/SDI state SUI state		Local tax / cou	жиў			j
					No. of the contract of the con	S A
3. Recurring earnings/deductions (Per pay period, in addition	to standa	d tax deductions	s)			
3. Recurring earnings/deductions (ver pay period, in addition) Description		Select one:		Amount	Percentage	1
Description		© Pre-tax	○ Post-tax	©\$	0	
On a single of the single of t		Select one:		Amount	Percentage	à
Description :			O Post-tax	<b>O</b> \$	Ö	
				3 10 1		8
4. Time off balance (if you want Wells Fargo Business Payroli Service	s to track t	ime off balances, Balance	)			
Description		שמוווסומט				900 2000
		Palance			ARTON . T. THE CONTRACTOR AND AN AREA CONTRACTOR	
Description		Balance				***
The second secon						
5. Direct deposit information (it can take one to two payroli pe	riods for ye	ou to begin receiv	ving direct depo	sits.)		
Bank name		Account type	₹	Allouit to	be deposited (select dollar	or perce
		© Checking	g O Savings	<i>O</i> \$	<u> </u>	
Routing/transit number (must start with 0, 1, 2 or 3)		Account nun	nber			***