

Employee Data Sheet



Company Name

Company Number

NEW EMPLOYEE

CHANGE EMPLOYEE INFORMATION

Employee Name

Employee Number

Address

City

State

Zip

Employee Social Security Number

Federal Withholdings

State	Filing Status
# of Allowances	Additional Amount

State Withholdings

State	Filing Status
# of Allowances	Additional Amount

Salary - Per pay period

Hourly Rate

Overtime Rate

Other Pay Type

Amount

Note

Other Pay Type

Amount

Note

Other Pay Type

Amount

Note

Other Pay Type

Amount

Note

Hire Date

Department

Department Number

Birthdate

Title

Status

EEO Class

Location

Last Review Date

Gender

Division

Next Review Date

Deduction 1

Amount

Note

Deduction 2

Amount

Note

Deduction 3

Amount

Note

Benefit 1

Amount

Note

Benefit 2

Amount

Note

Benefit 3

Amount

Note