

# ABS Payroll & HR



## Employee Setup Form:

Company Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Gender:  Male  Female

Email Address: \_\_\_\_\_

Pay Info:  Hourly  Salary

Birth Date: \_\_\_/\_\_\_/\_\_\_

Hire Date: \_\_\_/\_\_\_/\_\_\_

Rate: \_\_\_\_\_

Department : if applicable \_\_\_\_\_

Federal Tax Info: Status  Married  Single

Number of Dependents: \_\_\_\_\_

### Direct Deposit Info:

\$ or %*	Routing Number (9 digits)	Account Number	Account Type (Checking/Savings)

Attach a voided check for direct deposit setup