

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