



New Employee Set Up Form

Employee Number:
Department Number:
Name:
Social Security Number:
Address:
City/State/Zip:
Resident Municipality:
Municipality PSD Code:
Hire Date:
Birth Date:
Email Address:
Rate per hour:
Gross per pay for salaried employees:

W4 Status: Married/Single/Head of Household

Step 2 c:

Step 3:

Step 4 a:

Step 4 b:

Step 4 c:

Direct Deposit: Checking or Savings

Bank Routing Number:

Bank Account Number: