



**NEW EMPLOYEE SET-UP INFORMATION**

CLIENT NUMBER: \_\_\_\_\_ CLIENT NAME: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_  
(If no number is specified, PMI will use last 4 digits of SS#)

Address Line 1: \_\_\_\_\_ Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_ Sex (M or F): \_\_\_\_ Pay Cycle (weekly, biweekly, monthly, etc.): \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_ Worker's Comp Code: \_\_\_\_\_

**Tax Withholding Information (from form W-4):**

Federal filing status (M or S): \_\_\_\_\_ Exemptions: \_\_\_\_\_ Additional FWT: \_\_\_\_\_ \$ or %

State filing status (M, S, B (both working)): \_\_\_\_\_ Exemptions: \_\_\_\_\_ Additional SWT: \_\_\_\_\_ \$ or %

Part Time \_\_\_\_\_ Full Time \_\_\_\_\_

Ethnicity White \_\_\_\_ Black \_\_\_\_ Hispanic \_\_\_\_ Asian \_\_\_\_ Other \_\_\_\_

Hourly/Salaried: \_\_\_\_\_(H or S) Hourly rate: \_\_\_\_\_ or Salary per pay period: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_-\_\_\_\_\_

Start vacation / sick / holiday / personal on this employee? \_\_\_\_\_

If yes, at what accrual rate? \_\_\_\_\_

Total accrued amount: \_\_\_\_\_