

Use this form for Changes to existing employees and/or adding New Hires. Please check the appropriate box (Change or New).

Change New	Employee #	Dept # (Cost Center)	Hourly Rate (999.99)	Salary (each pay period)	Marital (M or S)	(Fed) Exemptions (State)	Rt#2 Cost Ctr	Hourly Rate #2	Rt#3 Cost Ctr	Hourly Rate #3			
Employee Name (as it will appear on the check issued)					Home Address of the employee (W-2 mailing address)					City			
State	Zip Code	WH Tax State	Pay Period	Social Security Number (999-99-9999)	Date of Birth MM-DD-YY	Date of Hire MM-DD-YY	Federal Withholding	State Withholding	FICA SUI	FUI	City	Auto	Sub
SPECIAL TAX HANDLING -- Caution - use with care													

DEDUCS & BENEFITS	Deduction #1	Deduction #2	Deduction #3	Deduction #4	Deduction #5	Deduction #6	Def. Comp. Amount (pretax reduction amt) or Balance Due Amt.	Flex Comp Amt ="F"	Vacation Hours Due Employee	Personal Hours Taken YTD
'1' in the box=automatic deduction EACH TIME A CHECK IS ISSUED, for manual or monthly deduction, change '1' to '4'										

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\*PAY PERIOD CODES ARE: (1) Weekly, (2) Bi-weekly, (3) Semi-monthly, and (4) Monthly.  
 New Hires to be paid this payroll? Be sure to enter them on the 'Payroll Timesheet' Form.