

# New Employee Add Requirements

Employee Details:

Name: [Full Name]

Position: [Job Title]

Start Date: [Start Date]

Monthly Salary: [Salary Amount]

To proceed with adding the new employee to the payroll, we kindly request the following documents and information:

1. **\*\*Employee Information Form\*\***: Please provide the employee's complete information, including their full name, address, contact details, emergency contact information, and any other relevant personal details required for payroll processing.
2. **\*\*Tax Forms\*\***: The new employee must complete all the necessary tax forms, such as the W-4 (for U.S. employees) or their respective country's tax declaration form. These forms are crucial for calculating the appropriate tax deductions.
3. **\*\*Bank Details\*\***: Obtain the new employee's bank account information to facilitate direct deposit. Please ensure that the bank details are accurate to prevent any payment delays.
4. **\*\*Employment Agreement\*\***: Ensure that the employee has signed their employment agreement, which should include their job title, start date, salary, benefits, and any other relevant terms and conditions of employment.
5. **\*\*Identification Documents\*\***: Request copies of the employee's identification documents, such as a passport or driver's license, to verify their identity and comply with legal requirements.
6. **\*\*Work Authorization (if applicable)\*\***: If the new employee is a foreign national, ensure that they have the necessary work authorization or visa to work in the country.
7. **\*\*Benefits Enrollment\*\***: If applicable, provide the employee with information regarding our benefits package and assist them in enrolling for health insurance, retirement plans, or any other available benefits.
8. **\*\*Payroll System Access\*\***: Grant the employee access to the payroll system and ensure they receive the necessary training to understand how to use it effectively.

Please complete the above steps as soon as possible to ensure that the new employee's salary is processed correctly and that they receive their payment on time. If you encounter any difficulties or have any questions during the onboarding process, please do not hesitate to reach out to me for assistance.

Thank you for your prompt attention to this matter. We look forward to welcoming your new team member and ensuring a seamless transition onto the payroll system.

## Employee Change Request Form

Please make sure all fields are accurately completed. Missing data can result in payroll delays.

<b>Client name</b>			
<b>Employee Information and Withholding Change ( Attach W-4 and Photo ID)</b>			
Last name <input style="width: 90%;" type="text"/> Address <input style="width: 95%;" type="text"/> City <input style="width: 60%;" type="text"/> State <input style="width: 10%;" type="text"/> Zip code <input style="width: 20%;" type="text"/>	First name <input style="width: 80%;" type="text"/> MI <input style="width: 10%;" type="text"/> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">           Change in Withholding <input type="checkbox"/> Yes <input type="checkbox"/> No             Change in Deduction <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No         </div>		
<b>Employee Status</b>			
Terminate <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____	Full Time <input type="checkbox"/> Yes <input type="checkbox"/> No	Part Time <input type="checkbox"/> Yes <input type="checkbox"/> No	LOA (leave of absence) <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____
<b>Pay Rate Information</b>			
Previously Pay rate <input style="width: 80%;" type="text"/> <input type="checkbox"/> Salary (per pay period) <input type="checkbox"/> Hourly	New Pay rate <input style="width: 80%;" type="text"/> <input type="checkbox"/> Salary (per pay period) <input type="checkbox"/> Hourly		
<b>Authorization</b>			
Employer's signature _____	Date _____		
<b>Bank Information</b>			
<b>Account #1</b> Bank name <input style="width: 95%;" type="text"/> Bank routing number (ABA #) <input style="width: 20%;" type="text"/> <input type="checkbox"/> Checking <input type="checkbox"/> Savings Account # <input style="width: 20%;" type="text"/> Deposit (amount or %) <input style="width: 60%;" type="text"/>	<b>Account #2</b> Bank name <input style="width: 95%;" type="text"/> Bank routing number (ABA #) <input style="width: 20%;" type="text"/> <input type="checkbox"/> Checking <input type="checkbox"/> Savings Account # <input style="width: 20%;" type="text"/> Deposit (amount or %) <input style="width: 60%;" type="text"/>		
<b>Authorization</b>			
Employee's signature _____	Date _____	<div style="text-align: center; font-size: small; color: gray;">attach a voided check for each account here</div>	

