



Employee Hire Form

Date _____ Client Name _____ Client # _____

Check One: NEW HIRE RE-HIRE CONTRACTOR/NON-EMPLOYEE

Employee Information

Employee ID _____ Employee Name _____
(please print – first, middle initial, last)

Address _____

Social Security

Hire Date _____ Date of Birth _____

Wage Information

Department _____ Annual Salary \$ _____ OR Hourly Rate \$ _____

Accruable Benefits (circle all that apply) Holiday Personal Sick Vacation

Deduction Information

Deductions (list deductions)

_____ Amount/Percent _____ Match? YES NO

_____ Amount/Percent _____ Match? YES NO

Additional information and Client authorization

c Employee must submit a form W-4 for tax withholdings. If no form is submitted, a status of "Single" and allowance of "0" will be defaulted.

c Employer/employee must submit Employee Direct Deposit Authorization form for direct deposit. If no form is submitted, employee will be paid by check.

Client Authorization _____ Date _____

For Atlas Payroll use

Entered by _____ Date _____

Scanned by _____ Date _____