

Employee Data Sheet

Company _____ # _____

New Employee
 Change Employee Information

Employee # _____ **S.S.#** _____

Name _____
First Middle I. Last

Address _____

City _____ **State** _____ **Zip** _____

Salary _____ <small>per pay period</small>	Hourly Rate _____	Overtime Rate _____
Other Pay Type _____	Amount _____	Note _____
Type _____	Amount _____	Note _____

Hire Date _____	Department _____	Department # _____
FT or PT _____	Birth Date _____	Gender _____

Deduction _____	Amount _____	Note _____
Benefit _____	Amount _____	Note _____