

# EMPLOYEE INFORMATION SHEET

Company Name \_\_\_\_\_

## GENERAL INFORMATION

Employee Legal Name:

Address:

City, State Zipcode, County (NOT country):

SSN:

Birth Date:

Email address *(required for online paystubs)*:

Phone Number:

Gender:     Male     Female     Nonbinary

Job Title / Department / Supervisor:

Pay Frequency:     Weekly     Bi-weekly     Semi-monthly     Monthly

New Hire:     Yes     No

Hire Date:

Workers Comp Class:

## PAY TYPES

Salary \_\_\_\_\_ per year

Officer Wages

Officer Distributions

Hourly  
\_\_\_\_\_ per hour

2<sup>nd</sup> Hourly Name \_\_\_\_\_  
\_\_\_\_\_ per hour

3<sup>rd</sup> Hourly Name \_\_\_\_\_  
\_\_\_\_\_ per hour

Overtime

Double Overtime

Bonus

Commission

Holiday Pay

Cash Tips

Paycheck Tips

Allowance (Taxable)

Reimbursement (Nontaxable)

Nontaxable Per Diem

Company HSA Contribution

Group Term Life Insurance

S-Corp Owner Health Insurance

Personal Use, Company Car

Bereavement Pay

Clergy Housing

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## VACATION PAY OR PTO

Hours Are Accrued:     Each pay period  
                                   Each hour worked

Hours Earned Per Year:

Maximum Hours Allowed:

Current Balance:

## SICK PAY

Hours Are Accrued:     Each pay period  
                                   Each hour worked

Hours Earned Per Year:

Maximum Hours Allowed:

Current Balance:

## DIRECT DEPOSIT INFORMATION

Pay via Direct Deposit?     Yes     No    *If yes, complete Authorization of Direct Deposit Form*

### 1. Bank Name (ATTACH VOIDED CHECK):

Routing#:

Account#:

Checking     Savings     Other \_\_\_\_\_

Deposit:     Entire Check     \$\_\_\_\_\_ per paycheck

### 2. Bank Name (ATTACH VOIDED CHECK):

Routing#:

Account#:

Checking     Savings     Other \_\_\_\_\_

Deposit:     Remainder of paycheck

# EMPLOYEE INFORMATION SHEET

**Employee Name** \_\_\_\_\_

## BENEFITS: VOLUNTARY/INVOLUNTARY DEDUCTIONS AND CONTRIBUTIONS

*CONTACT EASYTRACK IF NEW BENEFIT NEEDS SETUP.*

Type of Deduction	Carrier or Name of Deduction	Employee Deduction (\$ Amount or % of Gross Wages)	Company Contribution (\$ Amount or % of Gross Wages)

## TAX INFORMATION

*HAVE EMPLOYEE COMPLETE FORM W-4 AND KEEP ON FILE.*

- Nonresident Alien – *Contact Easytrack, special rules and tax exemptions may apply*  
 US Citizen

**Federal Withholdings:**

- Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of Household  
 Exempt (write EXEMPT under Step 4c on W-4)

Multiple Jobs (Step 2c box checked)  Yes  No

Dependents claimed, in dollars (Step 3) \_\_\_\_\_

Other income (Step 4a) \_\_\_\_\_

Deductions (Step 4b) \_\_\_\_\_

Extra withholding (Step 4c) \_\_\_\_\_

**State Withholdings:** *(If applicable, contact Easytrack if employee works outside Colorado)*

- Single or Married filing separately  
 Married Filing Jointly  
 Head of Household  
 Exempt

Additional withholdings \$ \_\_\_\_\_  
*(separate W-4 required)*

**Local Tax:** *(If applicable. Contact Easytrack if unsure and/or outside Colorado.)*

- Denver  Aurora  Greenwood Village  Glendale  Sheridan  Other \_\_\_\_\_

## NOTES

## TO DO: NEW HIRE CHECKLIST

- W-4
- I-9  Photocopies of IDs on file?
- Direct Deposit Enrollment Form  Receive Voided Check(s)?
- Emergency Contact Form
- Provide CO Pregnant Workers Fairness Act Notice to Employee  Have employee sign and retain for your records
- Provide FLSA Health Coverage Notice to Employee
- Colorado State Directory of New Hires Submitted:  
 Fax Form to 303.297.2595 OR Submit Online at <https://newhire.state.co.us/newhire/do>
- Other State New Hire Forms (Contact Easytrack if employee works in state other than Colorado.)
- Enter employee info into Easytrack:** Go to Employees tab, click Add an employee, and answer the questions. Then, click Edit in Employee Site Access section and check box to give access. Update QuickBooks Export Preferences, if applicable.
- Create Employee File to store all forms