



Advantage Client #: _____ - _____

Business Name _____

- New Hire
- Rehire
- Changes

New Employee / Change Sheet

Employee #: _____ Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____ Hire Date: _____ Birth Date: _____

Sex M/F: _____ Division: _____ Department: _____ Job: _____

Cycle: 1 = Weekly Hourly = 1 Auto Pay = Yes Scheduled Hours: _____
 2 = Biweekly Salary = 2 No
 3 = Semi-Monthly Pay Period Salary: _____
 4 = Monthly

Rate 1: _____ Rate 2: _____ Rate 3: _____ Rate 4: _____

	Status	Exemptions	Additional Amount Flat Amount
Federal	Single Married	_____	_____
State	Single Married Other – _____	_____	_____

* Additional space for those states that have misc. options.

City Code: _____ Other 1 Code: _____ Work State: _____ Risk Code: _____

W2 Employee / 1099 Independent Contractor

-----Miscellaneous Deductions-----

Deduction Name/Code	Amount/ Percent	Deduction Name/Code	Amount/ Percent
_____	_____	_____	_____
_____	_____	_____	_____