

Employee Maintenance Form

Changes - <i>If this is f</i> that is changing.	his is a New Emplo for employee chang	es, enter the Employee	ID#, name a		
	SSN:	D	ate of Birth) :	
ast Name:		First Name	:		MI:
ddress:					
City:		Si	tate:	Zip:	:
lire Date:	Start Da	nte:	Terminatio	on Date:	
epartment:		Division:	Bra	anch:	
Vork#:	Cell#:		Home#:_		
		Ethnicity:			
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	: Но		Hourly D	ate 2:¢	
Salary per pay period:		urly Rate 1:\$	-		
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alary per pay period:\$ mployee Tax Type:	Regular/W2:	urly Rate 1:\$	☐ Yes ☐ No	Draw:	☐ Yes ☐ No
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If the employee requests Direct Deposit, attach a copy of the completed <u>Direct Deposit Authorization Form</u> and a copy of a voided check.

^{*}If the employee has a court ordered wage assignment, send a copy of the court order along with this form.