HR Butler™

# NEW HIRE/CHANGE REPORTING FORM

☐ **New Hire** ☐ **Change** ☐ **Terminated**

**Company Name:** _____ **Company Number** _____

**EMPLOYEE INFORMATION** (**BOLD** items indicate required information)

**Social Security #:** _____
**Employee No.:** _____
**Last Name:** _____
**First Name:** _____
Middle Initial: _____
**Address:** _____
Address 2: _____
**City:** _____
**State:** _____ **Zip Code:** _____
County: _____
Phone: _____
Ethnicity: _____
**Date of Birth**: _____
Gender: _____

Branch #: _____
Department #: _____
**Current Hire Date:** _____
Original Hire Date (if returning):_____
**Termination Date:** _____
**Rate of Pay:** _____ **hourly** **salary**
Default WC Code:_____
Default Job: _____
**Marital Status** (circle one)**: M S**
**Number of Claimed Dependents:** _____
**Local Tax to Withhold:** _____
Additional Local/School: _____
Benefit Accrual: _____
Benefit Accrual 2: _____

☐ W-2 Employee ☐ 1099 Employee – If blank, employee will be set up as a W-2 employee

**Additional Deductions** (please list deductions as amount per pay)

| | | |
|---|---|---|
| ☐ Child Support | Amount: _____/pay | Case # _____ |
| ☐ Garnishment | Amount: _____/pay | Order # _____ |
| ☐ NABET-CWA Local 41 Member (Please check box if member) | Amount: _____/pay | |
| ☐ _____ | Amount: _____/pay | |
| ☐ _____ | Amount: _____/pay | |
| ☐ _____ | Amount: _____/pay | |

Additional Information: _____

_____

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