AURIS™ Employee Setup & Maintenance Form

Client Name: _____   Client Number: _____

Employment

Employee No.	Status	**Hire Date**	Service Date	Category

General

First Name	**MI**	**Last Name**	Gender	**Social Security No.**	**Birth Date**

Address Line 1	**Address Line 2**	**City**	**State**	**Zip Code**

Email Address

Workers Comp. Code *(if applicable)*

Bolded Fields are required for payroll. For the *most accurate information*, complete all applicable fields.

Pay

Pay Group *(if applicable)*	Pay Frequency	Normal Hours

Payment Method:
☐ Live Check   ☐ Pre-Paid Card
☐ Direct Deposit

Select One

☐ Pay Type: *Hourly*
- **Regular Rate**
- Alt. Rate

☐ Pay Type: *Salary*
- **Gross Salary**
- ☐ Per Pay ☐ Annual
  Select One

☐ Pay Type: *1099*

☐ Pay Type: *Other*

Federal Income Tax

Filing Status
Box 1(c)

☐ Multiple Jobs
Box 2

Dependents ($)
Box 3

Other Income ($)
Box 4a

Deductions ($)
Box 4b

Add'l Withholding ($)
Box 4c

☐ Block Fed. Withholding

IRS Link: W-4 Form

Additional Federal Specific Notes

State Income Tax

Work Location
(City, State)

State Withholding:
Only applicable if state income tax and filing status are different from Federal. (If Local Withholding applies, please provide additional details.)

Disclaimer: Check with your individual state tax agencies for the most current state filing forms.

State Filing Status
(if applicable)

Alternative Amount
(% or $)

State Exemption/Dependent
(if applicable)

Additional State Specific Notes

☐ Address Verification
☐ Local Withholding
☐ School District Taxes
☐ Block State Withholding

Additional Fields

Health/Medical Plan: ☐ Yes ☐ No   If Yes, Details/Contribution: _____

Retirement Plan: ☐ Yes ☐ No   If Yes, Details/Contribution: _____

Org. & Labor Fields: Division _____   Department _____

Accrual Plans: ☐ Sick Plan Name: _____   ☐ PTO Plan Name: _____

Direct Deposit: additional form must be completed and submitted separately.   ***Child Support Orders & Garnishments*** must have court ordered documents.

Employee Signature	*Employee Print Name*	*Date*