



# Employee Setup & Maintenance Form

## Ohio Employee

### Employment

Client Name: \_\_\_\_\_ Client Number: \_\_\_\_\_

Employee No.	Status	Hire Date	Service Date	Category	
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### General

First Name	MI	Last Name	Gender	Social Security No.	Birth Date
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Address Line 1	Address Line 2	City	State	Zip Code
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Email Address	Workers Comp. Code <i>(if applicable)</i>
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**Bolded Fields** are required for payroll. For the *most accurate information*, complete all applicable fields.

### Pay

Pay Group <i>(if applicable)</i>	Pay Frequency	Normal Hours	Payment Method:	<input type="checkbox"/> Live Check	<input type="checkbox"/> Pre-Paid Card
				<input type="checkbox"/> Direct Deposit	

Select One	<input type="checkbox"/> <u>Pay Type: Hourly</u>	<input type="checkbox"/> <u>Pay Type: Salary</u>	<input type="checkbox"/> <u>Pay Type: 1099</u>
	<input type="text"/> Regular Rate	<input type="text"/> Gross Salary	<input type="text"/>
	<input type="text"/> Alt. Rate	<input type="checkbox"/> Per Pay <input type="checkbox"/> Annual	<input type="checkbox"/> <u>Pay Type: Other</u>
		<i>Select One</i>	<input type="text"/>

### Federal Income Tax

Filing Status <small>Box 1(c)</small>	Dependents (\$) <small>Box 3</small>	Deductions (\$) <small>Box 4b</small>	<input type="checkbox"/> Block Fed. Withholding <a href="#">IRS Link: W-4 Form</a>
<input type="checkbox"/> Multiple Jobs <small>Box 2</small>	Other Income (\$) <small>Box 4a</small>	Add'l Withholding (\$) <small>Box 4c</small>	<input type="text"/> <small>Additional Federal Specific Notes</small>

### OHIO - Income Tax

Select each link to verify the employee

[Municipality Verification](#)

[School District Verification](#)

[Ohio Tax Finder - Dashboard](#)

Work Location <small>(City, State, Zip)</small>	Municipality Name	School District Name	<input type="checkbox"/> School District Rate is 0%
		School District Rate (%)	<input type="checkbox"/> Withhold <i>voluntary</i> Resident City tax
			<input type="checkbox"/> Block State Withholding
			<input type="text"/> <small>Additional Ohio Specific Notes</small>

It is the **employer's responsibility** to verify the employee's *Municipality Tax* and *School District* before issuing the employees first payroll check. Our *Ohio Local Taxes Guide* provides step-by-step instructions for the setup of employees.

### Additional Fields

Health/Medical Plan:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Details/Contribution:	<input type="text"/>
Retirement Plan:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Details/Contribution:	<input type="text"/>
Org. & Labor Fields:	Division <input type="text"/>	Department	<input type="text"/>
Accrual Plans:	<input type="checkbox"/> Sick Plan Name: <input type="text"/>	<input type="checkbox"/> PTO Plan Name: <input type="text"/>	

**Direct Deposit:** additional form must be completed and submitted separately.

**Child Support Orders & Garnishments** must have court ordered documents.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Employee Signature</b>	<b>Employee Print Name</b>	<b>Date</b>