Time 4 PAYROLL
Solutions That Save You Time

Employee Information
(one sheet per employee)

Company Name _____

_____ _____ _____
Last Name First Name Middle

_____
Street Address Apt.

_____
City, State, Zip

_____ _____ _____
Social Security Number Date of Hire Date of Birth

❑ Male ❑ Single Number of
❑ Female ❑ Married exemptions: _____

Pay Info (select type and wage)

❑ Salary – exempt _____ Dept. _____
❑ Salary – non-exempt _____
❑ Commission _____
❑ Hourly _____
❑ Other _____

Deductions

Health _____
Retirement _____
Garnishment _____
Other _____