



New Hire - Employer Page

Company Name _____

Employee's Name: _____

Employee's Phone # _____

Employee's Email _____

First Day of Work _____

Rehire Date (If Applicable) _____

Job Title _____

Description of Duties (Or Attach Job Description)

Full Time Part Time Seasonal/Temp

Average # of Hours Worked Per Day _____

Average # of Hours Worked Per Week _____

Pay Information

Exempt (not eligible for overtime)

Non-Exempt (does receive overtime of working more than 40 hours per week)

Salary _____ per pay period.

Hourly _____ per hour.

Commissioned (Reported Each Pay Period)

Pay Period

Weekly

Monthly

Bi-Weekly

Semi-Monthly

Who will manage the employee?

Who will the employee manage?

Will the employee receive paid holidays?

Yes

No

Will the employee receive paid time off?

Yes

No

Work State _____ Time Zone _____

Dept/Cost Center _____

Completed By (Print) _____

Date _____

Signature _____