

New Hire Data Input Form

Your employer has contracted with an employee leasing company that provides co-employment services. These co-employment services can vary, but duties of a co-employer usually include administering many of the programs and duties associated with the employee/employer relationship, including but not limited to the administration of your payroll, benefits, and other services customarily handled by an employer. By signing this form, you expressly acknowledge that you are aware of and consent to being subject to the co-employment relationship described above.

Employee Section

Client: _____

First Name: _____ MI: _____ Last Name: _____

Social Security Number: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Personal E-Mail Address: _____ Work E-Mail Address: _____

Home Number: _____ Cell Phone: _____

Sex: Male Female Vet Status (optional): _____

Marital Status: Single Married Divorced

Race: Caucasian African-American/Black Hispanic/Latino American Indian/Alaskan Native
 Asian Native Hawaiian/Pacific Islander Two or More Races Other/Opt Out

Emergency Contact Name: _____

Relationship: _____ Emergency Contact Phone: _____

Are you subject to wage assignment order pursuant to section 25-504, 25-505, 25-323, or 25-25-323.01 to provide child support; or any other garnishment order? Yes No

(Initial) _____ I certify that all answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever.

Client Section

Job Title: _____

Pay Period: Weekly Bi-weekly Semi

Job Description: _____

Pay Type: Hourly Salary Commission Piece

Original Hire Date (MM/DD/YYYY): _____

Salary: Exempt Non-Exempt

Department: _____

Pay Rate: Primary #2 #3 #4

Location: _____

Amount: \$ _____

Division: _____

Status (Full/Part-Time/Seasonal/Temp): _____

Workers' Comp Code: _____