

Onboarding New Hire Form

Required Information BEFORE Starting Work

For Client Use Only

Start Date: _____

Job Title: _____

Rate of Pay: \$ _____

Pay Type: Hourly Salary

Manager Signature: _____ Date: _____

Work Location: _____

First Name: _____ Last Name: _____

Social Security Number: _____

Personal Email: _____

****Two valid forms of ID are needed before employee can be paid. Submit IDs with this Document.**

****Direct Deposit: voided check, bank letter, or screen shot from bank is required. Must have employee name, routing number, and account number.**

****Will not be entered without proper back up.**



Bank Name: _____

Bank Name: _____

Account Type: Checking Savings

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Amount: \$ _____ or _____ %

Amount: \$ _____ or _____ %