

Wells Fargo Business Payroll Services

Employee Information Setup



Company Name _____ New Change

Complete for each employee or provide a report with the following information. * Indicates required field.

† Date of birth and date of hire required for any pension plan or if using New Hire Reporting service (CA requires only DOH).

1. Employee Information

Social Security Number *		Employee ID#	
Last Name *		First Name *	MI
Address 1 *		Address 2	
City *		State *	ZIP *
County	Primary Phone	Date of Birth †	Gender
Company Name	Company ID	Branch	Department
Current Hire Date †	Original Hire Date	Termination Date	Salary Amount
Position Status <i>(for timeclock import)</i>		Hourly Rate 1	Hourly Rate 2
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
		Pay Frequency	
		<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	
Federal Marital Status *		Federal Dependents *	
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Head of Household			
		Current Status Code	
		<input type="checkbox"/> Active <input type="checkbox"/> Terminated <input type="checkbox"/> Inactive	
SIT State	SDI State	SUI State	State Marital Status
			State Dependents
Federal Additional Withholdings		State Additional Withholdings	
<input type="checkbox"/> Percentage: % <input type="checkbox"/> Dollar: \$		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Head of Household <input type="checkbox"/> Percentage: % <input type="checkbox"/> Dollar: \$	

2. Recurring Earnings/Deductions *(Per pay period, in addition to standard tax deductions)*

Description	Amount/Percentage
	<input type="checkbox"/> Percentage: % <input type="checkbox"/> Dollar: \$
Description	Amount/Percentage
	<input type="checkbox"/> Percentage: % <input type="checkbox"/> Dollar: \$
Description	Amount/Percentage
	<input type="checkbox"/> Percentage: % <input type="checkbox"/> Dollar: \$

3. Time Off Balance *(If you want Wells Fargo Business Payroll Services to track time off balances)*

Time Off Type <i>(Vacation, sick, PTO, please indicate)</i>	Starting Balance <i>(Number of hours available as of last check)</i>
Time Off Type <i>(Vacation, sick, PTO, please indicate)</i>	Starting Balance <i>(Number of hours available as of last check)</i>

4. Direct Deposit Information

Bank Name	Account Type	Amount to be deposited <i>(Select either percentage or dollar amount)</i>
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Percentage: % <input type="checkbox"/> Dollar: \$
Routing/Transit Number	Account Number	