

Employee Payroll Set-up Checklist for Employer

Simple – no employer benefits

1. Completed W-4
2. Completed State withholding form
3. Completed I-9

(If employer has these forms already on file – we do not need new ones completed)

4. Completed Employee Payroll Set-up Completed by Employer form
 - a. Name of employee
 - b. Full time or part time
 - c. Salary or hourly
 - d. Rate of pay – if salary then annual amount. If hourly, hourly rate
 - e. Job category – used for workers comp.
5. Are you aware of any existing employee garnishment orders? If so, please provide us a copy of each garnishment order.
6. The state of the employer is the default work in state. If your new employee works in another state, please identify and provide the state worked in.

If the employer offers benefits such as insurance, retirement plans, etc, then contact us for more detailed information for these deductions.

| NAME | FULL /PAR T | SALARY /HR | RATE OF PAY | Email address | JOB DISCRPTION | GAR NISH ? |
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Please send completed documents to your Ted Smith secure portal or fax to 314-594-5980