



# EMPLOYEE SET-UP INFORMATION

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Company Name \_\_\_\_\_ Date of hire \_\_\_\_\_  
Employee Name \_\_\_\_\_ DOB \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The employee is:  S-Corp Shareholder  C-Corp Shareholder  LLC Member  employee  
The employee is:  full time  part time

### PAY RATE

Department (Manager, Admin, Sales, Worker, Job) \_\_\_\_\_  
Salary Amount \_\_\_\_\_ Hourly Rate 1 \_\_\_\_\_ Hourly Rate 2 \_\_\_\_\_

### DEDUCTIONS (Dental, Medical, Retirement)

\_\_\_\_\_  Pre Tax or  After Tax  
\_\_\_\_\_  Pre Tax or  After Tax  
\_\_\_\_\_  Pre Tax or  After Tax

### TIME ACCRUAL: BEGINNING BALANCE (Please attach policy)

Sick: \_\_\_\_\_ Vacation: \_\_\_\_\_ PTO: \_\_\_\_\_

Other misc. info \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please make sure all hand written information is legible, so information entered will be accurate. Thank you

### ITEMS TO GATHER FROM EMPLOYEE

If brand new or rehire, we need current year W4s for Oregon and Fed along with our PPI Direct Deposit Form  
If current employee, we need existing, on file W4s for Oregon and Fed along with our PPI Direct Deposit Form