



## New Hire - Employer Page

Company Name \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Employee's Phone # \_\_\_\_\_

Employee's Email \_\_\_\_\_

First Day of Work \_\_\_\_\_

Rehire Date (If Applicable) \_\_\_\_\_

Job Title \_\_\_\_\_

Description of Duties (Or Attach Job Description)

Full Time      Part Time      Seasonal/Temp

Average # of Hours Worked Per Day \_\_\_\_\_

Average # of Hours Worked Per Week \_\_\_\_\_

### Pay Information

Exempt (not eligible for overtime)

Non-Exempt (does receive overtime of working more than 40 hours per week)

Salary \_\_\_\_\_ per pay period.

#### Pay Period

Hourly \_\_\_\_\_ per hour.

Weekly                      Monthly

Bi-Weekly                      Semi-Monthly

Commissioned (Reported Each Pay Period)

Who will manage the employee?

Who will the employee manage?

Will the employee receive paid holidays?

Yes

No

Will the employee receive paid time off?

Yes

No

Work State \_\_\_\_\_ Time Zone \_\_\_\_\_

Dept/Cost Center \_\_\_\_\_

Completed By (Print) \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_