



Asheville Payroll Service
(828) 628-3131

EMPLOYEE INFORMATION FORM

Company Name

New Hire
Change
Re-Hire

First Middle Last Name

Employee Name

Clock #

Address 1

Address 2

State

Zip

Social Security Number

City

Birth Date

Gender

Phone Number

Hire Date

email address

H-Hourly S-Salary

Pay Rate

Job/Title

If Salary, please enter Yearly Salary

Tipped Employee ?

Dept/Labor Code

Pay Method

Pay Frequency

Dept Name