



Company Name _____ Date _____

Employee New Hires & File Changes

New _____ Change _____ Termination _____ Termination Date _____

Dept _____ Division _____

First _____ Last _____

Address _____

City _____ State _____ Zip _____

Payrate _____ SS No _____

Married _____ Single _____ Exemptions _____ Date Hired _____

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