

COMMERCIAL New Employee Sheet <i>R&L DataCenters</i>	Client Name	Client #
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Federal W4		Employee No (from last page of Input Sheet)	
First Name	MI	Last Name	Social Security #
Home Address (number and street or rural route)		Filing Status	
		<input type="checkbox"/> Single <input type="checkbox"/> Married	
City or Town	State	Zip Code	# of Fed Allowances
		Advanced EIC	
		<input type="checkbox"/> None <input type="checkbox"/> Table A <input type="checkbox"/> Table B <input type="checkbox"/> Table C	
		Additional FIT	
		<input type="checkbox"/> .00 <input type="checkbox"/> Dollars <input type="checkbox"/> % of Gross	
<input type="checkbox"/> Exempt from FIT <input type="checkbox"/> Exempt from SS and Med <input type="checkbox"/> Exempt from FUTA <input type="checkbox"/> 1099 Contractor			

State W4 & Info			
Taxing State <input type="text"/>	NJ Filing Status <input type="checkbox"/> A: Single <input type="checkbox"/> A: Married Separate <input type="checkbox"/> Table B <input type="checkbox"/> Table C <input type="checkbox"/> Table D <input type="checkbox"/> Table E		Additional State <input type="text"/> <input type="text"/> Dollars <input type="text"/> % of Gross
# of Allowances	<input type="checkbox"/> Exempt fr State <input type="checkbox"/> Exempt fr SUI <input type="checkbox"/> Exempt fr SDI		
Local (Attach Local Tax Bill)			
Locality Name		<input type="text"/>	

Additional Employee Info			
Home Department	<input type="text"/>	Sex	
Input Group	<input type="text"/>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Site Code	<input type="text"/>		
		W-2 Info	
		<input type="checkbox"/> Statutory Employee	
		<input type="checkbox"/> Retirement Plan Member	
		<input type="checkbox"/> Private DI Plan	
Birth Date	<input type="text"/>		
Hire Date	<input type="text"/>		
Pay Frequency			
		<input type="checkbox"/> 052: Weekly	
		<input type="checkbox"/> 026: Biweekly	
		<input type="checkbox"/> 024: Semimonthly	
		<input type="checkbox"/> 012: Monthly	
		<input type="checkbox"/> 004: Quarterly	
		<input type="checkbox"/> 001: Annually	

Employee Name:

Commercial New Employee Sheet / R&L DataCenters

Direct Deposit Information (Attach voided check or bank spec sheet & complete Direct Deposit Authorization)

Deduction Code	Bank Routing Number (9 digits)	Account #	Checking / Savings	% of Net/Gross or \$ Amount	Status (Circle pre-note or live direct deposit)
% Net				_____ % of Net	Pre-note / Live
% Net				_____ % of Net	Pre-note / Live
D66			<i>Savings</i>	\$ _____	Pre-note / Live
D67			<i>Checking</i>	\$ _____	Pre-note / Live
D_____				\$ _____	Pre-note / Live

Earnings (Permanent) Should all second (and multiple) checks be directly deposited for this employee? (circle) **YES / NO**

Cycle Code	Department Charged	Earnings Description	Amount \$	Rate \$
		E_____		
		E_____		
		E_____		

Deductions (Permanent) (Attach applicable support documentation, if any)

Deduction Code	\$Amount	Or % of Gross	Balance
D_____			
D_____			
D_____			

THIS PAY ONLY EARNINGS

Department Charged	Earnings Description	Regular Hours	Overtime Hours	Amount \$	Rate \$
	E_____				
	E_____				

THIS PAY ONLY DEDUCTIONS

Deduction Code	\$Amount	Or % of Gross	Balance
D_____			
D_____			