



Employee Master File Maintenance

Company Name: _____ **Date:** _____

Employee Number: _____ New [] Change [] Re-Hire []

Employee Name: _____

Email address: _____

Address: _____

City: _____ **State:** ____ **Zip:** _____

Phone Number: _____ EasyTime timecard# _____

Social Security #: _____ **Hire Date:** _____

Birth Date: _____ Term Date: _____

Department: _____ **Workers Comp Manual #:** _____

Work city: _____ Live city: _____ **School district:** _____

Pay Rate(s): _____ Hourly [] Salary [] Commission []

_____ Hourly [] Salary [] Commission []

_____ Hourly [] Salary [] Commission []

Pay Frequency: _____

Marital status: Married [] Single [] Married claiming single []

of Exemptions _____ Additional \$ amount per pay _____ Flat \$ amount or % _____

Federal: _____

State: _____

<u>Deduction Description</u>	<u>Amount (or %) per pay</u>	<u>Ceiling (max) amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach any supporting information such as Child Support orders, or Garnishment paperwork.

Direct Deposit: Yes [] No [] (Complete Direct Deposit form and attach **Voided Check**)

BOLDED items are mandatory for us to process the employee's payroll and to file the New Hire Report.



Employee Master File Maintenance

The following information is mandatory by law in order to process payroll for new employees:

Name
Address
Social Security
Date of Birth
Date of Hire
Exemptions

This information can be found on the **W-4**, **I-9**, and **Ohio IT-4**. Each of these forms is available at Horizon's web site – www.horizonpayroll.com. The managers of each department should have their new employees fill out these forms, along with the Direct Deposit Authorization Form.

The **W-4** is used to determine the marital filing status and number of exemptions for withholding federal income tax.

The **Ohio IT-4** is used to determine the filing status and number of exemptions for withholding state income tax. This also determines which school district tax needs to be withheld.

The **I-9** form verifies the employee's identity and the right to work in the United States. You must fill out section 1 and 2. Section 2 requires the employer to make copies of the employee's driver's license, social security card, or birth certificate etc.

Fill in the Work City, Live City (if any), and school district code of each employee. Ohio state law requires you to ask each employee each year the school district in which they live. Horizon Payroll Services, Inc. cannot determine the employee's live city and school district by looking at the employee's address. You must supply us with this information.

The Direct Deposit Authorization Form not only needs to be signed, but a voided check must be attached to the form in order for the direct deposit to be set up. Please note that deposit slips may contain a different routing number, therefore, we request only copies of a voided check.

If you have any questions or concerns, please call Horizon Payroll Services, Inc.