
Please send this form to Hjerpe & Tennison with the other requested forms

THIS IS A FULLY DIGITAL/FILLABLE PDF - PLEASE TYPE ALL INFORMATION - HANDWRITTEN FORMS MAYBE BE REJECTED

COMPANY NAME

Company Legal Name - As shown on SS-4/EIN letter

EMPLOYEE INFORMATION

First Name, Middle Initial, Last Name
(as it appears on Driver's License Social Security Card)

Gender

Man/Male

Woman/Female

Street Address

City, State & Zipcode

County

Phone Number

E-mail to receive paystub registration - **not previously used by ADP**

Social Security Number

Date of Birth

Hire Date

Rehire? yes no

Is the employee:

a US citizen
a foreign national
on a student visa/other visa

yes no

yes no

yes no

Direct Deposit Form completed

➔ send to Hjerpe & Tennison with employee info sheet

Tax forms completed

Federal State		
yes	no	} make sure to include all tax forms when sending employee info sheet to Hjerpe & Tennison
yes	no	
yes	no	

Pay Type

Standard Hours (if required by state)

Employment Type

Seasonal

Owner/Officer

Job Title

Pay Rate/Salary

Additional Pay Rates

Hourly	Salary	
Full Time	Part Time	Temporary
yes	no	
yes	no	
	Hourly	
	Per Pay Period	
	Annually	

Additional Deductions

Description (child supports/garnishment)

Amount/Frequency

If any Child Support or Wage Garnishment deductions apply, please send copy of IWO or Court order

PTO* - if applicable (only one plan should apply)

Vacation

Personal

accrual basis and rate of accrual

OR

front load/renewal date

per hour OR	per pay period
	annual amount
	renewal date (Jan 1 or hire date)
	maximum PTO balance
	carry over hours (if any)

Paid Sick Leave **

accrual basis and rate of accrual

OR

front load/renewal date

per hour OR	per pay period
	annual amount
	renewal date (Jan 1 or hire date)
	maximum balance
	carry over hours (if any)

* Paid time off (for ANY reason) is required in the following states: Illinois (new in 2024), Maine and Nevada

**Paid sick leave is required in the following states: Arizona, California, Colorado, Connecticut, Maryland, Massachusetts, Michigan, New Jersey, New Mexico, New York, Oregon, Rhode Island, Vermont, Washington & Washington DC