# HR Butler™

## NEW HIRE/CHANGE REPORTING FORM
☐ **New Hire** ☐ **Change** ☐ **Terminated**

**Company Name:** _____ Company Number _____

**EMPLOYEE INFORMATION** (**BOLD** items indicate required information)

**Social Security #:** _____    Branch #: _____

**Employee No.:** _____    Department #: _____

**Last Name:** _____    **Current Hire Date:** _____    F/T   or   P/T

**First Name:** _____    Original Hire Date (if returning):_____

Middle Initial: _____    **Termination Date:** _____

**Address:** _____    **Rate of Pay:** _____ hourly   salary

Address 2: _____    **Default WC Code**:_____(REQUIRED)

**City:** _____    Default Job: _____

**State:** _____ **Zip Code:** _____    **Marital Status Federal/State** (circle one):   M   S

County: _____    **Federal Exemptions:** _____

Phone: _____    **State Exemptions:** _____

Ethnicity: _____    **Local Tax to Withhold:** _____

**Date of Birth**: _____    School District*: _____

Gender: _____    Benefit Accrual 2: _____

E-mail Address (VMR) _____    E-mail Pay Stub (VMR) Y/N? YES _____ NO _____

☐ W-2 Employee    ☐ 1099 Employee – If blank, employee will be set up as a W-2 employee

**Additional Deductions** (please list deductions as amount per pay)

☐ Child Support    Amount: _____/pay    Case # _____

☐ Garnishment    Amount: _____/pay    Order # _____

☐ Medical Insurance    Amount: _____/pay    ***We need a copy of ALL Court Orders***

☐ Dental Insurance    Amount: _____/pay

☐ _____    Amount: _____/pay

☐ _____    Amount: _____/pay

*You can find your school district by going to:
https://thefinder.tax.ohio.gov/streamlinesalestaxweb/default_schooldistrict.aspx
Under Lookup Tax Rate Choose - Address. Enter your home address and click Lookup (enter your School District Above)

Additional Information: _____

_____