

Online Payroll by Wells Fargo[®]

Employee Setup Information



Please complete this form for all employees including active, inactive and terminated employees for the current year. Scrolling over certain fields on this form will highlight helpful tips for completing it correctly.

1. Company Information

Company Name	Company ID (BCL)
<input type="text"/>	<input type="text"/>

2. Employee Information

First Name	Last Name		
<input type="text"/>	<input type="text"/>		
Home Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number (Optional)	Gender (Optional)		
<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Social Security #	OR Temporary Visa # (if applicable)		
<input type="text"/>	<input type="text"/>		
Email Address (will default to Payroll Admin if blank)	Pay Type		
<input type="text"/>	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary		
Birth Date (Optional)	Hire Date (Optional)		
<input type="text"/>	<input type="text"/>		
Employee Type			
<input type="checkbox"/> Full Time <input type="checkbox"/> Temporary <input type="checkbox"/> 1099 <input type="checkbox"/> Part Time			
Employee Status			
<input type="checkbox"/> Active <input type="checkbox"/> Terminated <input type="checkbox"/> New Hire <input type="checkbox"/> Inactive			

3. Tracking

Benefits Tracking To activate tracking check applicable benefits and complete.

	Opening Balance	Earned Per Period	Maximum Balance
<input type="checkbox"/> Vacation	Hours	Hours	Hours
<input type="checkbox"/> Sick	Hours	Hours	Hours
<input type="checkbox"/> Personal	Hours	Hours	Hours

Department Tracking To activate department tracking please complete (required codes from company set up form).

Code #	% Rate
<input type="text"/>	<input type="text"/>
Code #	% Rate
<input type="text"/>	<input type="text"/>
Code #	% Rate
<input type="text"/>	<input type="text"/>

4. Pay Type

To activate Direct Deposit, please complete (will default to live check if blank).

<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	\$ Or %*	Routing Number (9 digits)	Account Number	Bank Name
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	\$ Or %*	Routing Number (9 digits)	Account Number	Bank Name
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	\$ Or %*	Routing Number (9 digits)	Account Number	Bank Name

* With fixed dollar amount or percentage, the "remainder" will be deposited into the last account entered.

Regular Pay Rate (\$ Per Hour/Pay Period)

Overtime Rate (\$ Per Hour/Pay Period — If blank, will default to regular pay rate x 1.5)

Other Rate (\$ Per Hour/Pay Period — If blank, will default to regular pay rate)

5. Tax Information

Federal Tax Info from W-4

Filing Status	Allowances	Additional Withholding Amount	Exempt from federal income tax withholding
<input type="checkbox"/> Married <input type="checkbox"/> Single			<input type="checkbox"/> Yes

State Tax Info

Income Tax Filing State	Unemployment Filing State
Filing Status	
<input type="checkbox"/> Married <input type="checkbox"/> Single	Allowances
<input type="checkbox"/> Head of Household <input type="checkbox"/> Other	Additional Withholding Amount \$
	Exempt from state income tax withholding
	<input type="checkbox"/> Yes

Local Taxes (if applicable)

Authority Name	%	Other	Rate/Amount:

Please check here if employee moved from a different state within the current year while employed with same company

6. Deductions

To activate appropriate employee deductions please complete

Name from Company Setup Sheet	Dollars	Percent	Per Payroll