

Client Name				Client #		Public Sector New Employee Sheet / R&L DataCenters									
Federal W4		Employee No				State W4									
First Name		MI	Last Name		Social Security #		Taxing State		NJ Filing Status		Additional State				
									A: Single						
Home Address (number and street or rural route)				Federal Filing Status						A: Married Separate					
				Single		Married		# of Allowances		Table B		Dollars			
City or Town		State	Zip Code		Head of Household						Table C		% of Gross		
											Table D				
											Table E				
Exempt from FIT		Step 2(c) 2 Jobs ?		Y or N		Step 4 (c) Additional FIT		Exempt fr State		Exempt fr SUI		Exempt fr SDI			
Exempt from SS and Med						.00									
Exempt from FUTA		Step 3 Claim Dependents		\$		Dollars									
1099 Contractor		Step 4 (a) Other Income		\$		% of Gross									
		Step 4 (b) Other Deductions		\$											
Additional Employee Info						Local Tax (Attach Local Tax Bill)									
Home Department				Sex		Locality Name									
Input Group				Male		Female									
Site Code				Non-Binary / Unassigned											
Birth Date															
Hire Date															
Contributory Insurance						Pension Information									
Y: Deduct Contrib Insurance						Pension Code (circle)									
N: Do Not Deduct Contrib Insurance						PERS, TPAF, Police & Fire, Non-Pensionable									
W: Deduct CI / Do Not Calculate Imputed Income						Pension Number									
X: Do Not Deduct CI / Do Not Calculate Imputed Income															
						Summer Pay (Y / N)									
						12 Month Employee									
						10 Month Employee									
						Additional Information									
						\$									
						Pay Code									
						1: Semi-Monthly									
						2: Semi-Monthly, Uses Annual Contract if >0									
						3: Biwkly, Pens Semi-Mt, Uses Annl Contr									
						4: Biweekly, Pension Biweekly									
						5: Monthly, Uses Annual Cont if > 0									
						6: Quarterly									
						7: Semi-Annual									
						8: Annual									
						A: Biwkly, Pens Semi-Mt, 10 Mt pd over 12									
						C: Semi-Monthly, 10 Mt Emp paid over 12 Mt									
						F: Biweekly, Pens Biweekly, No Free Pay									

Employee Name: _____ **Public Sector 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	Regular Hours	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 _____			