



## New Hire / Employee Change Form

Please Fax To: (717-307-3159) or use PPX portal to add/change employee

Business Name \_\_\_\_\_

\_\_\_\_\_ New Employee (Fill out **all** information)      \_\_\_\_\_ Current Employee Change (Fill in what applies)

HUB Set-up:      ESS \_\_\_\_\_      PTO/Only \_\_\_\_\_      Clock \_\_\_\_\_

Employee Name: \_\_\_\_\_ S.S. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

*\*\*\* Street address required in addition to PO for PSD code determination \*\*\**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Main Dept/Pay Rate \_\_\_\_\_ / \_\_\_\_\_      2<sup>nd</sup> Dept/Pay Rate \_\_\_\_\_ / \_\_\_\_\_

Date of Hire \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

*\*\*\* DOB & Email Required for HUB Activation \*\*\**

Federal Filing Status \_\_\_S\_\_\_M      # of Allowances \_\_\_\_\_      Additional w/h \_\_\_\_\_

*\*\*\* Use Information found on Form W-4 (do not send W-4 to PaySmart keep in employee records) \*\*\**

Township \_\_\_\_\_ School District \_\_\_\_\_ PSD Code(optional) \_\_\_\_\_

*\*\*\* Township & School district are required information found on certificate of residency.*

*Missing information will result in processing delays. \*\*\**

Withhold LST? \_\_\_\_\_ (Y/N) (If N, must provide exemption form)

Eligible for time off benefits \_\_\_\_\_ (Y/N)

**Payroll Deductions:**

Deduction	Amount	Frequency	Start Date	Balance Due

**Reminders:**

- PaySmart is not responsible for omitted or incorrect information contained on this form.
- Please include your business name on the top of this sheet
- **DO NOT** send W-4, I-9 or Certificate of Residency to PaySmart
- Keep W-4 and Certificate of Residency with your employee records
- Keep I-9s together in a separate file, retain for 3 years from hire date or 1 year from termination date whichever is longer