

**Employee Instructions:**

- Complete the Employee Identification section and forward to your supervisor. *Any information relating to race, ethnicity and gender is collected to comply with federal regulations, which require certain recordkeeping and reporting requirements. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.*

**Supervisor Instructions:**

- Complete all of page 2 and the Employee Race/Ethnicity section on page 1 by visual observation if employee does not self-identify.
- Submit the completed form. **Clients:** to your Administaff payroll specialist  
or **Administaff Corporate:** to Corporate Human Resources, MC 1-2200
- Contact your Administaff payroll specialist with any questions regarding this form.

EMPLOYEE IDENTIFICATION – Send this form to your supervisor when completed.

<b>Do you ever travel outside the United States for work-related purposes?</b>			
<input type="checkbox"/> No <input type="checkbox"/> Yes: Destination Country _____ Duration _____ If Yes, please complete the destination country and average duration spent on foreign travel per trip.			
Social Security Number		<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
First Name – All names per your Social Security Card		Middle Name	Last Name
Home Mailing Address		City	State    ZIP Code
County of Home Address <b>U.S.A.</b>		Date of Birth (mm/dd/yyyy)	
Home Phone Number (    )		Home Fax Number (    )	Home Cell Number (    )
Home E-mail Address			
Work Phone Number (    )	Work Extension	Work Fax Number (    )	Work Cell Number (    )
Work E-mail Address			
Race/Ethnicity (Check ONE)			
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White (not Hispanic or Latino) <input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> Native Hawaiian or other Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino) <input type="checkbox"/> Two or more races (not Hispanic or Latino)			
Emergency Contact First Name		Emergency Contact Last Name	Relationship to Employee
Emergency Contact Street Address			State    ZIP Code
Emergency Contact City	Country	Work Telephone Number (    )	Home Telephone Number (    )

**CLIENT INFORMATION**

Client Name	Client Number
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**Note:** Go to page 2 of this form and enter your name and Social Security number at the top of the page. Send this form to your supervisor.



Employee First Name	Employee Last Name	Social Security Number
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SUPERVISOR – Submit the completed form.

**Clients:** to your Administaff payroll specialist

or **Administaff Corporate:** to Corporate Human Resources, MC 1-2200

<b>Is this employee an owner, partner, or corporate executive officer listed by title in corporate charter or by-laws?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Note:</b> Executive/Senior Level Official and Manager box must be checked in Job Category section below.	If Yes, check ONE of the following: <input type="checkbox"/> Job duties are clerical or inside sales. <input type="checkbox"/> Job duties are outside sales. <input type="checkbox"/> Job duties are <u>not</u> clerical or sales.
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<b>Employee Job Category – Check only one.</b>		
<input type="checkbox"/> <b>Executive/Senior Level Official and Manager</b> Plans, directs and formulates policies, sets strategy and provides overall direction of organizations. <b>Examples:</b> Chief executive officer, chief operating officer, president or executive vice president of functional areas or operating groups.  <input type="checkbox"/> <b>First/Mid Level Official and Manager</b> Receives direction from executive/senior level management and implements policies, programs and directives of executive/senior management or reports directly to middle managers and oversees day-to-day operational objectives, directly supervising activities of exempt and non-exempt personnel. <b>Examples:</b> Vice president, director, controller, treasurer, human resources, information systems, marketing or operations manager, first-line manager, branch manager.  <input type="checkbox"/> <b>Professional</b> Requires a college degree or professional certification. <b>Examples:</b> Architect, accountant, lawyer, teacher, engineer, computer programmer.	<input type="checkbox"/> <b>Technician</b> Requires the application of scientific skills, usually obtained by post-secondary education, which may include training certification or comparable experience. <b>Examples:</b> Drafter, engineering aide, technical illustrator, medical technician.  <input type="checkbox"/> <b>Sales Worker</b> Primarily engages in direct sales in a non-managerial capacity. <b>Examples:</b> Sales representative, cashier, real estate agent and broker.  <input type="checkbox"/> <b>Administrative Support Worker</b> Provides administrative and support assistance, primarily in office settings. <b>Examples:</b> Legal assistant, bookkeeper, office or administrative assistant, secretary, computer operator, shipping and receiving clerk.  <input type="checkbox"/> <b>Craft Worker</b> Engages in a higher-skilled occupation, such as construction and natural resource extraction or the installation and maintenance of equipment and machines. <b>Examples:</b> Building trade, hourly paid supervisor and lead operator, mechanic, skilled machinist, electrician and painter, earth driller, derrick operator, engraver, millwright.	<input type="checkbox"/> <b>Operative</b> Engages in an intermediate skilled occupation such as operating machines or factory- related processing equipment. <b>Examples:</b> Workers at textile machines, photographic processes, assembly plants or food processing, baker, driver, sailor, hand packer.  <input type="checkbox"/> <b>Laborer and Helper</b> Engages in limited-skill work that requires brief training in order to perform the essential tasks of the job, demanding little independent judgment. <b>Examples:</b> Construction worker, garage laborer, car washer, groundskeeper.  <input type="checkbox"/> <b>Service Worker</b> Engages in service-related work that requires skills that may be acquired through formal training, job-related training or direct experience. <b>Examples:</b> Personal service attendant, nurse's aide or orderly, cleaner, cook, firefighter, guard, doorkeeper.

<b>Employee Employment Information</b>										
Job Title			Job Function				Benefit Class			
Billing Group		Hire Date with Administaff		Workers' Comp Code for Worksite State			Is this employee exempt from overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Physical Address</b>	<b>Street Address</b>			<b>City</b>	<b>County</b>	<b>State</b>	<b>ZIP</b>	<b>Administaff Use Only</b>	<b>Address Code</b>	
<b>Worksite</b> where employee works	Worksite Location is (check one): <input type="checkbox"/> Actual Client Location <input type="checkbox"/> Offsite Location <input type="checkbox"/> Employee's Home									
<b>Check Delivery</b> where employee's check is delivered										
<b>Reporting</b> where employee's supervisor is located										
Print Supervisor Name										
Classification: <input type="checkbox"/> Full time (≥ 30 hours) <input type="checkbox"/> Part time (< 30 hours) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal					Pay Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Semimonthly <input type="checkbox"/> Monthly					
<b>Pay Rate 1</b> <input type="checkbox"/> Hourly \$ _____ / hr. <input type="checkbox"/> Salary \$ _____ / yr. <input type="checkbox"/> Commission Draw: <input type="checkbox"/> No <input type="checkbox"/> Yes, amount \$ _____					<b>Pay Rate 2</b> _____ / hr. <b>Pay Rate 3</b> _____ / hr. / pay period Is this employee: Part of a collective bargaining unit or union? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No Paid via tips? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No Paid via piece work? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No Does this employee supervise people? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No					
Department			Location			Client Original Hire Date				