

# Employee Information



Phone: 651-264-1933  
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www.metro payroll.com

**Company Name:**

**Date:**

**New**

**Revised**

## PERSONAL INFORMATION

<b>Employee Name:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>City:</b>	<input type="text"/>	<b>Birth Date:</b>	<input type="text"/>
<b>State:</b>	<input type="text"/>	<b>Home Phone:</b>	<input type="text"/>
<b>Zip/Postal Code:</b>	<input type="text"/>	<b>Cell Phone:</b>	<input type="text"/>
<b>SS Number:</b>	<input type="text"/>	<b>Home Email:</b>	<input type="text"/>

## JOB INFORMATION

<b>Employee ID:</b>	<input type="text"/>	<input type="radio"/> <b>Full-Time</b>	
		<input type="radio"/> <b>Part-time</b>	
		<input type="radio"/> <b>Contractor</b>	
<b>Start Date:</b>	<input type="text"/>	<b>Supervisor:</b>	<input type="text"/>
<b>Job title:</b>	<input type="text"/>	<b>Division:</b>	<input type="text"/>
<b>Salary / Wage:</b>	<input type="text"/>	<b>Location:</b>	<input type="text"/>
<b>Salary Type:</b>	<input type="text"/>	<b>Department:</b>	<input type="text"/>
<b>Pay Frequency:</b>	<input type="text"/>	<b>Work Phone:</b>	<input type="text"/>
<b>First Pay Date:</b>	<input type="text"/>	<b>Work Email:</b>	<input type="text"/>

**Comments:**