



Employee Data Sheet

Company Name: _____

Employee Name: _____

Employee's Email: _____

Hire Date: _____

Date of Birth: _____

County of Residence: _____

Gender: Female Male

Department: _____

Pay Rate: \$ _____ per year per hour

Vacation accrual: _____ weeks per year

Prepared By: _____

Today's Date: _____

- Forms attached:
- This form
 - Form W-4
 - Direct Deposit Authorization

 - Form I-9 – Optional (The government requires you to complete this form. Aloha Payroll does not need a copy of the form, but we are happy to save it on our secure server with the other employment forms.)
 - Employment Letter – Optional (Not needed by Aloha Payroll, but we are happy to save it on our secure server with the other employment forms.)

<p>Submit this form by:</p> <ul style="list-style-type: none">▶ Email to help@alohapayroll.com; or▶ Fax to 281-277-7644; or▶ Upload to our secure server (use the upload link at www.alohapayroll.com)
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