Heartland

Employee Setup & Maintenance Form
Ohio Employee

Employment

Client Name: _____ Client Number: _____

Employee No.	Status	**Hire Date**	Service Date	Category	

General

First Name	**MI**	**Last Name**	Gender	**Social Security No.**	**Birth Date**

Address Line 1	**Address Line 2**	**City**	**State**	**Zip Code**

Email Address

Workers Comp. Code
(if applicable)

Bolded Fields are required for payroll. For the *most accurate information*, complete all applicable fields.

Pay

Pay Group *(if applicable)*	Pay Frequency	Normal Hours

Payment Method:
- ☐ Live Check
- ☐ Pre-Paid Card
- ☐ Direct Deposit

Select One

☐ Pay Type: *Hourly*
- **Regular Rate**
- Alt. Rate

☐ Pay Type: *Salary*
- **Gross Salary**
- ☐ Per Pay ☐ Annual
- *Select One*

☐ Pay Type: *1099*

☐ Pay Type: *Other*

Federal Income Tax

Filing Status *Box 1(c)*	Dependents ($) *Box 3*	Deductions ($) *Box 4b*	☐ Block Fed. Withholding

☐ Multiple Jobs
Box 2

Other Income ($)
Box 4a

Add'l Withholding ($)
Box 4c

IRS Link: W-4 Form

Additional Federal Specific Notes

OHIO - Income Tax

Select each link to verify the employee

Municipality Verification

School District Verification

Ohio Tax Finder - *Dashboard*

Work Location

Municipality Name

School District Name

School District Rate

- ☐ School District Rate is 0%
- ☐ Withhold *voluntary* Resident City tax
- ☐ Block State Withholding

Additional Ohio Specific Notes

Ohio Taxation Requirements:
The verification of the Municipality Tax and School District is the employer's responsibility. The new hire verification must be completed before issuing the employees first live payroll check.

Check out our Ohio Local Taxes for full details on Ohio employee entry and additional resources.

Additional Fields

Health/Medical Plan: ☐ Yes ☐ No If Yes, Details/Contribution: _____

Retirement Plan: ☐ Yes ☐ No If Yes, Details/Contribution: _____

Org. & Labor Fields: Division _____ Department _____

Accrual Plans: ☐ Sick Plan Name: _____ ☐ PTO Plan Name: _____

Direct Deposit: additional form must be completed and submitted separately.

Child Support Orders & Garnishments must have court ordered documents.

Employee Signature	*Employee Print Name*	*Date*