

## Company Name

1. First & Last Name
2. Type- Full or Part Time
3. Scheduled # of hours
4. Hire Date
5. E-mail address
6. Compensation
7. Compensation type (Salary or Hourly)
8. Pay Cycle (if different from company  
default pay cycle)
9. Job Title
10. Department or Division (if any)
11. State where wages & U.I.  
taxes are paid