

**NEW EMPLOYEE MASTER RECORD**

**PAYROLL DATA**

**POSITION NUMBER:** \_\_\_\_\_ **PAY CYCLE:** \_\_\_\_\_ **STD. DAY** **SKIP**

**STANDARD HOURS** \_\_\_\_\_

**PAY CODE:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **STEP:** \_\_\_\_\_

**SPEC STAT:** < CR >

**EIC:** **SKIP**      **FWT EXEMPTS:** \_\_\_\_\_ **FWT ADDTL.:** \_\_\_\_\_

**FICA EXEMPT:** \_\_\_\_\_ **TAX STATE:** **NC** **SWT (EXEMPT):** \_\_\_\_\_  
**ADDTL.)** \_\_\_\_\_

**TAX MARITAL:** \_\_\_\_\_ **WORK COMP.:** \_\_\_\_\_ **SHIFT 2 DIFF.:** **SKIP**

**SHIFT 3 DIFF. :** **SKIP**      **RETIREMENT:** \_\_\_\_\_

**DEDUCTIONS: DEDUCTION      EMPLOYEE      BALANCE      EMPLOYER**

DEDUCTIONS:	DEDUCTION	EMPLOYEE	BALANCE	EMPLOYER
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**REGULAR PAY RATE:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_