

# New Hire Data Input Form



## Employee Section

Client:

First Name:

MI:

Last Name:

Social Security Number:

Date of Birth:

Address:

City:

State:

Zip:

Mailing Address:

City:

State:

Zip:

Personal E-Mail Address:

Work E-Mail Address:

Home Number:

Cell Phone:

Sex:  Male  Female

Vet Status (optional):

Marital Status:  Single  Married  Divorced

Race:  Caucasian  African-American/Black  Hispanic/Latino  American Indian/Alaskan Native

Asian  Two or More Races  Native Hawaiian/Pacific  Other/Opt Out

Emergency Contact Name:

Relationship:

Emergency Contact Phone:

National PEO has entered into a service agreement with your present employer. This agreement enables National PEO to become your co-employer. Please be advised that your status with National PEO is contingent upon continued payment of fees for services rendered by your present employer. In the unlikely event that your present employer fails to render payment to National PEO, your status with National PEO will be automatically terminated. National PEO is under no obligation to inform you should such an event occur.

Are you subject to wage assignment order pursuant to section 25-504, 25-505, 25-323, or 25-25-323.01 to provide child support; or any other garnishment order?  Yes  No

(Initial) I certify that all answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever.

## Client Section

Job Title:

Pay Period:  Weekly  Bi-weekly  Semi

Job Description:

Pay Type:  Hourly  Salary  Commission  Piece

Original Hire Date (MM/DD/YYYY):

Salary:  Exempt  Non-Exempt

National PEO Hire Date (MM/DD/YYYY):

Pay Rate:  Primary  #2  #3  #4

Department:

Amount: \$

Division:

Status (Full/Part-Time/Seasonal/Temp):

Location:

Workers' Comp Code:

# New Hire Data Input Form



**NOTICE TO EMPLOYEE**  
**Labor Code section 2810.5**

## Employee

Client:

First Name:

MI:

Last Name:

## Employer

Legal Name of Hiring Employer: Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])?  Yes  No

Other Names Hiring Employer is “doing business as” (if applicable):

Physical Address of Hiring Employer’s Main Office:

Hiring Employer’s Mailing Address (if different than above):

Hiring Employer’s Telephone Number:

If the hiring employer is a staffing agency/business (above box checked “Yes”), the following is the other entity for whom this employee will perform work:

Name:

Physical Address of Main Office:

Mailing Address:

Telephone Number:

## Wage Information

Rate(s) of Pay:

Overtime Rate(s) of Pay:

Rate by (check box):  Hour  Shift  Day  Week  Salary  Piece rate  Commission  
 Other (provide specifics):

Does a written agreement exist providing the rate(s) of pay? (check box)  Yes  No .

If yes, are all rate(s) of pay and bases thereof contained in that written agreement?  Yes  No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a “voluntary written agreement” as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday:

# New Hire Data Input Form



## Workers Compensation

Insurance Carrier's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Policy No.: \_\_\_\_\_

Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

## Paid Sick Leave

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  - 1. requesting or using accrued sick days;
  - 2. attempting to exercise the right to use accrued paid sick days;
  - 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  - 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## Acknowledgement of Receipt (Optional)

(PRINT NAME of Employer representative): \_\_\_\_\_

(PRINT NAME of Employee): \_\_\_\_\_

(SIGNATURE of Employer Representative): \_\_\_\_\_

(SIGNATURE of Employee): \_\_\_\_\_

(Date) (Date) : \_\_\_\_\_

*The employee's signature on this notice merely constitutes acknowledgement of receipt.*

*Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.*