



EMPLOYEE WORKSHEET

New Hire • Re-Hire • Changes to be Made

☐ New Hire

☐ Re-Hire

☐ Changes to be Made

EMPLOYEE INFORMATION

Full Name:

Address:

Social Security #:

Telephone #: Email:

Township / Borough: County:

School District:

EMPLOYMENT DETAILS

Hire Date: Birth Date:

Department:

Work Location (check all that apply):

☐ Office / On-Site ☐ Work from Home ☐ Hybrid ☐ Field / Remote Site

Work Site Address (if not main office):

Pay Rate: \$

Pay Type: ☐ Hourly ☐ Salary

Does this employee receive tips? ☐ Yes ☐ No

W-4 FEDERAL TAX INFORMATION

Filing Status (check one):

☐ Single / Married at higher rate ☐ Married filing jointly ☐ Head of Household

of Allowances / Exemptions: Additional Fed W/H Amount: \$

LOCAL SERVICES TAX (LST)

Has the LST been paid for this calendar year? ☐ Yes ☐ No

If yes — Amount of LST withheld: \$

*** If yes, complete and attach the LST Exemption Certificate with proof of withholding.*

DEDUCTIONS & CONTRIBUTIONS

Description	Amount	Deductions	Contributions