



New Hire / Employee Change Form

Please Fax To: (717-307-3159) or use PPX portal to add/change employee

Business Name _____

_____ **New Employee** (Fill out all information) _____ **Current Employee Change** (Fill in what applies)

HUB Set-up: ESS _____ PTO/Only _____ Clock _____

Employee Name: _____ S.S. # _____ - _____ - _____

Address: _____
**** Street address required in addition to PO Box for PSD code determination ****

City _____ State _____ Zip Code _____

Main Dept/Pay Rate _____ / _____ 2nd Dept/Pay Rate _____ / _____

Date of Hire _____ Date of Birth _____ Email _____
**** DOB & Email Required for HUB Activation ****

Federal Filing Status (Circle One): Step 2 Option C: Yes / No Line 4 (b): \$ _____
Single / Married / Head of Household Line 3 : \$ _____ Line 4 (c) : \$ _____
 Line 4(a) : \$ _____

**** Use Information found on Form W-4 (do not send W-4 to PaySmart keep in employee records) ****

Township _____ School District _____ PSD Code(optional) _____
**** Township & School district are required information found on certificate of residency. Missing information will result in processing delays. ****

Withhold LST? _____ (Y/N) (If N, must provide exemption form)

Eligible for time off benefits _____ (Y/N)

Payroll Deductions:

| Deduction | Amount | Frequency | Start Date | Balance Due |
|-----------|--------|-----------|------------|-------------|
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Reminders:

- PaySmart is not responsible for omitted or incorrect information contained on this form.
- Please include your business name on the top of this sheet
- **DO NOT** send W-4, I-9 or Certificate of Residency to PaySmart
- Keep W-4 and Certificate of Residency with your employee records
- Keep I-9s together in a separate file, retain for 3 years from hire date or 1 year from termination date whichever is longer