Employee Information Sheet

Personal Information

Employee Name: _____

Last   *First*   *M.I.*

Address: _____

Street Address   *Apartment/Unit #*

_____

City   *State*   *ZIP Code*

Home Phone: _____ Mobile Phone: _____

Email Address _____

SSN: _____

Birth Date: _____ Marital Status: _____

Spouse's Name: _____

Spouse's Employer: _____ Spouse's Work Phone: _____

Job Details

Title: _____ Employee ID: _____

Hire Date: _____ Salary: $_____

Work Location: _____ Email: _____

Work Phone: _____ Supervisor: _____

Emergency Contact

Name: _____

Last   *First*   *M.I.*

Address: _____

Street Address   *Apartment/Unit #*

_____

City   *State*   *ZIP Code*

Phone: _____ Relationship: _____

Too many employees to record information manually? Consider using HR payroll software like Gusto. You can enter their information completely online or have them input the data via their employee profile. The system is fully integrated, so all of the data flows seamlessly without you having to reenter it multiple times. Try it free for 30 days.

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