



Paper**Trails**

## What do I need to setup a new employee?

We are pleased to help you organize your new hire paperwork. Yes, onboarding a new employee requires some paper pushing. There are required federal and state forms as well as payroll forms that you may want to take advantage of to make your and your employees' lives more convenient.

Paper Trails offers fully compliant electronic new employee onboarding and employee document storage. Ask your processor for more information about this service.

**\*\*You must maintain all original employee paperwork in your files in the event of an audit, etc. Please do not provide Paper Trails with originals of federal or state required forms. We shred all new employee information once it has been loaded into our system. Employee files are required to be stored and maintained for up to 3 years from the date of termination.\*\***

### **Paperwork required by law:**

- Each employee should complete a federal W4 form selecting their tax withholding preferences. Be sure the employee and employer both sign this form.
- For employment eligibility purposes, each employer must maintain a form I-9 on file, with copies of relevant working documents. Be sure this form is completed entirely and signed by both the employee and employer. The government has been cracking down on I-9 violations.
- Employees must complete a State W-4 form for each state in which they work to select their state tax withholding preferences.
- All new hire forms are available on the "Resources" page at [papertrails.com](http://papertrails.com).

### **Optional Payroll Forms:**

- In this packet, we provide a basic new employee setup form. This provides us with almost all the information that we need to set your employee up accurately.
- We **STRONGLY** recommend that your employees use direct deposit. It's easy and ensures on time payroll delivery. We mail all live payroll checks via UPS at a cost to the employer.
- Voluntary deduction agreement – if you are withholding premiums for health insurance or other deductions (uniforms, accounts receivable, loans, etc), you should have a written agreement from the employee granting their permission to deduct these from their net pay. Please note that any voluntary deductions must not drop the employee's gross pay below minimum wage levels.

### **Secure Delivery**

- Because much of the information in new hire paperwork has social security numbers, account numbers, etc, please ask your payroll processor to send you a secure email link via email if that is how you wish to submit new employee information.

**Feel free to contact your payroll processor if you have any questions regarding setup of your new employee.**



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## New Employee Setup Information

Company Name: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
Date: \_\_\_\_\_

### Personal Info:

Date of Hire: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Employment Status: Full Time (or) Part Time

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birthday: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Payroll Info:

Hourly/Salaried: \_\_\_\_\_ Hourly Rate: \$ \_\_\_\_\_ OR Salary per pay period: \$ \_\_\_\_\_

Location: \_\_\_\_\_ Department: \_\_\_\_\_

Workers' Comp Code: \_\_\_\_\_ Vacation or Sick Accruals: \_\_\_\_\_

### Withholdings:

Federal Filing Status (S or M): \_\_\_\_\_ Exemptions: \_\_\_\_\_ Additional FWT: \_\_\_\_\_ \$ or %

State Filing Status (S or M): \_\_\_\_\_ Exemptions: \_\_\_\_\_ Additional FWT: \_\_\_\_\_ \$ or %



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## Help us Reduce Direct Deposit Fraud!

Direct deposit scams and fraud are on the rise! We all must do our part to ensure that employee direct deposits are not sent to scammers. Fraudsters are using publicly available information like social media to target employers, HR staff and employees in attempt to steal their direct deposits.

### **Steps you can take to Decrease Direct Deposit Fraud:**

- Encourage employees to log into myhrstuff.com employee self service to update their direct deposit information themselves. This is a secure website with multi-factor authentication to ensure that employees really are who they say they are and eliminates the middle man when employees are updating their account information.
- Do not accept employees direct deposit changes from employees via email! It is easy for spoofer to create a fake gmail account for example and pretend to be the employee. Always verify with the employee in person or by phone that they actually want to change their direct deposit information and that the information being submitted to payroll is accurate.
- Require a voided check or letter from the employees' bank to verify that routing and account information is correct. Direct deposit funds sent to the incorrect account cannot always be recovered if they are sent to the incorrect account.
- If you are accepting paper forms like the attached from employees to make changes to their direct deposit, enter the direct deposit into isolved yourself as the administrator rather than sending it via email to our team. This will reduce the risk of further email interception of private employee data.
- If employees are using a pay card to receive their direct deposit, always triple check that it is the employee submitting the change and that the account information is correct. Pay cards are notorious for fraud and funds can almost never be recovered if sent to the incorrect account.

### **Steps the Paper Trails team takes to Decrease Direct Deposit Fraud:**

- When direct deposit changes are made, both the employee and employer will receive an email noting the change in direct deposit. If the change was not authorized, please contact your payroll processor immediately to review the change.
- We have training videos and documentation to assist employees and employers in changing direct deposit information securely in isolved. The use of multi-factor authentication in this system proves to be the most secure method of updating direct deposit information.
- We do not accept direct deposit changes directly from employees. Instead, all direct deposit changes must be sent through our client contact and must be signed by the contact indicating that the client has reviewed and approve the change request with the employee prior to submission. Unsigned direct deposit forms are not accepted or processed.

If you or your employees have questions about how to better prevent direct deposit fraud, please contact any member of our team!

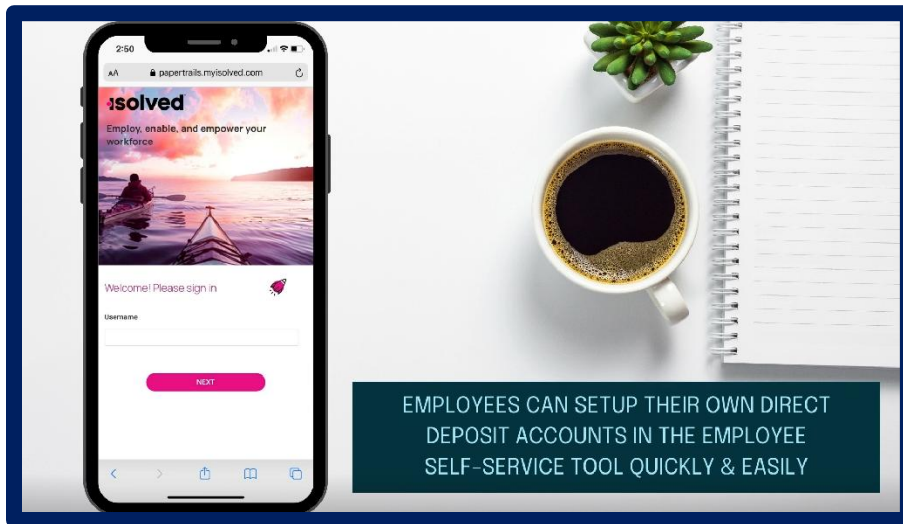


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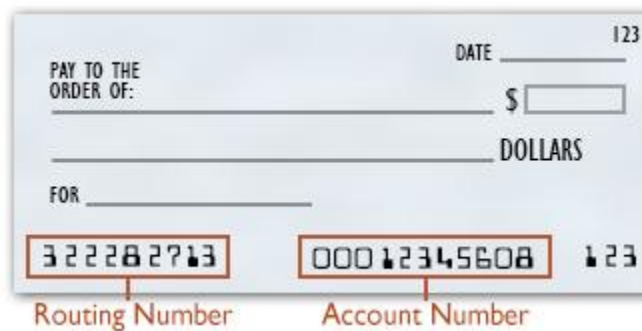
## How to Change your Direct Deposit Information in myhrstuff.com

Employees have full access to manage and update their direct deposit information through employee self service at [www.myhrstuff.com](http://www.myhrstuff.com). It's secure, easy and convenient.

[A full video of how to change your direct deposit information can be found at papertrails.com/help.](http://papertrails.com/help)



First, gather a blank check or ask your financial institution for a letter with your bank routing number and account number. ***Routing and account information entered incorrectly may delay delivery of your payroll and a return fee of up to \$50 per occurrence.*** The routing and account number can be found on your check as detailed below:





# Employee Direct Deposit Agreement

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Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

You may have all or part of your paycheck deposited directly to your bank account. Please select one of the following options to indicate the portion of your total paycheck you want deposited.

Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Name: _____
Bank Routing Number: _____ Bank Account Number: _____
Deposit Amount: _____% OR \$_____ (flat amount) OR <input type="checkbox"/> Remaining
Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Name: _____
Bank Routing Number: _____ Bank Account Number: _____
Deposit Amount: _____% OR \$_____ (flat amount) OR <input type="checkbox"/> Remaining

**We strongly recommend you include a voided check from the above accounts to verify that the information that you've provided is correct. Failure to provide a voided check may cause delay in delivery of your payroll and a return fee of up to \$50 per occurrence.**

I hereby authorize Paper Trails to initiate credit or debit entries to my account with the Financial Institution indicated above. This authority is to remain in full force and effect until Paper Trails has received written notification from me of its termination in such time and in such manner as to afford Paper Trails and the financial institution a reasonable opportunity to act on it.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Required: Review & Authorization by Company Representative**

As a representative of the above-named company, you acknowledge that you have verified in person or by voice contact with above-named employee their intent to change their direct deposit account numbers. Please do not accept direct deposit account changes via email. These steps are imperative to prevent fraudulent direct deposit account changes. Please give special attention to direct deposit requests paid to Pay Cards as these are riddled with fraudulent activity. By signing below, you release Paper Trails, Inc from any liability associated with fraudulent direct deposit processing related to this change.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_