

New Hire Form

Scan and email completed form to HR@pinnaclepays.com



* For Client Use Only *

Client Name: _____

Direct Supervisor: _____

Job Title: _____

Start Date: _____ Dept / Division: _____

Rate of Pay: _____ Pay Frequency: Hourly Salary

Employment Type: Full Time (30 or more hours) Part Time (29 hours or less)

Standard Hours: _____ Employee #: _____

Employee Information

Work Location: _____

First Name: _____

Last Name: _____

Social Security Number: _____

Work Email Address: _____

Personal Email Address: _____

Personal Phone Number: _____

Address: _____

IMPORTANT: Direct Deposit

Voided check, bank letter, or screenshot from the bank is required.
Must include employee' name, routing number, and account number.

Manager/ HR Name (Print)

Manager/ HR Signature

Date

Client Approver Name (Print)

Client Approver Signature

Date