**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8779&utm_source=template-word&utm_medium=content&utm_campaign=Employee+Onboarding+Form-word-8779&lpa=Employee+Onboarding+Form+word+8779)Employee Onboarding Form Template**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Preferred Name** |  |
| **Job Title** |  |
| **Department** |  |
| **Employee ID (if applicable)** |  |
| **Work Location** |  |
| **Start Date** |  |
| **Manager / Supervisor** |  |

|  |  |
| --- | --- |
| Contact Information | |
| **Home Address** |  |
| **Personal Phone Number** |  |
| **Work Phone Number (if assigned)** |  |
| **Personal Email** |  |
| **Work Email (if assigned)** |  |
| **Emergency Contact Name** |  |
| **Emergency Contact Relationship** |  |
| **Emergency Contact Phone** |  |

|  |  |
| --- | --- |
| Employee Details | |
| **Employment Type** |  |
| **Work Schedule** |  |
| **Compensation** |  |
| **Pay Schedule** |  |
| **Payroll Method** |  |
| **Tax Withholding Forms Submitted** | Yes / No |
| **Benefits Eligibility** | Yes / No |

|  |  |
| --- | --- |
| Payroll and Tax Information *(Confidential - for HR and Payroll Use Only)* | |
| **Social Security Number (SSN)** |  |
| **Pay Schedule** |  |
| **Payroll Method** |  |
| **Bank Name** |  |
| **Routing Number** |  |
| **Account Number** |  |
| **Account Type** |  |
| **Tax Withholding Forms Submitted (W-4)** | Yes / No |
| **State Tax Forms (if applicable)** | Yes / No |

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