

WebPay Employee Templates



How can we help make your payroll / HR entry and tracking easier and quicker?

Please take a moment to help us improve how you enter Payroll and Human Resources information. With WebPay's unique template feature, we can create an unlimited number of templates to minimize your entry time and optimize your efficiency. WebPay's Templates are flexible and fully customizable. By completing this quick questionnaire, we will be able to suggest ways that WebPay can create time in your day that we know you need.

New Hires

Employee Specifics

Who do you hire?

- Union / non-union
- Employees in different states
- Employees subject to local taxes
- Seasonal employees
- Other: _____

Payroll Specifics

Do your new hires have:

- Specific recurring deductions or earnings
- Differences based upon the department to which they are hired
- Recurring labor allocation to multiple departments or jobs
- PTO accrued within WebPay
- Other: _____

Human Resource Specifics

Do you record for your new hires:

- Dependents
- Emergency Contacts
- Work Location
- I-9 Information
- Vets-100(A) Information
- Company Property assigned
- First review date
- Other: _____

Education / Training Specifics

Do you record for your new hires:

- Degrees earned
- Certifications
- Specific skill proficiencies
- Other: _____

Additional Comments

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Recurring Tasks

Does your company:

- Rehire employees
- Track performance review scheduling and results
- Have employees who change departments
- Track seminar /event attendance

Describe tasks and recordable items associated with employee promotions:

- _____
- _____
- _____
- _____
- _____

Is there anything else you need to track and/or report for new or existing employees?

- _____
- _____
- _____
- _____

Would you like training on how to create your own template and / or checklist?

- Yes
- No

Additional Comments

About You

Company Name _____

Your Name _____ E-mail _____

Address _____ Phone _____

City, State, ZIP Code _____

Thank you!

***Once complete, submit form to ClientTraining@Paylocity.com
or
fax form to (847) 956-1926 , Attn: Client Training***