



# What do I need to set up a new employee?

## PaperTrails

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.

### A few notes before we get started:

- 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:

- ☐ Federal W4 Form
- ☐ State W4 Form in the state in which they work
- ☐ Federal I-9 form with supporting documentation

All new hire forms are available on the "Resources" page at [papertrails.com](http://papertrails.com).

### Other Payroll Forms/Information:

- ☐ Our New Employee Setup Form with basic information to for ease of setup within payroll
- ☐ Direct Deposit form & voided check
- ☐ 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.
- ☐ Maine Earned Paid Leave documentation?
- ☐ Workers Comp Class Codes

### 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 ☐ Part-time ☐ Seasonal

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

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

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

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

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

Gender: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

### Payroll Info (as is applicable to your company):

Hourly Rate: \$ \_\_\_\_\_ (or) Salary per pay period: \$ \_\_\_\_\_

Remote Employee? ☐ No ☐ Yes/Where: \_\_\_\_\_

Department/Labor Tracking: \_\_\_\_\_

Workers' Comp Code: \_\_\_\_\_ Paid Time Off Accruals: \_\_\_\_\_

### Withholdings: *(please submit Federal & State W4 forms)*

Federal Filing Status: ☐ Single ☐ Married ☐ Head of Household Additional FWT: \_\_\_\_\_

State Filing Status (S or M): \_\_\_\_\_ Exemptions: \_\_\_\_\_ Additional SWT: \_\_\_\_\_

### Direct Deposit:

See subsequent pages for direct deposit information.



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# Help Reduce Direct Deposit Fraud!

Paper Trails **DOES NOT** make changes on behalf of employees. 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 an attempt to steal their direct deposits.

The most secure way for an employee to change their direct deposit account is to do so themselves through our secure payroll system. Changing direct deposit accounts is very easy for employees to do through [www.myhrstuff.com](http://www.myhrstuff.com) or as an admin through [isolved](#).

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

- Require employees to log into [myhrstuff.com](http://myhrstuff.com) 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 middleman when employees are updating their account information. Step-by-step instructions on how to change direct deposit information is available at [papertrails.com/help](http://papertrails.com/help).
- Do not accept direct deposit changes from employees via email! It is easy for spoofers to create a fake Gmail account or hack an employee's email account 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.
- Ensure that your employees are using strong passwords for online applications, including their personal and work email accounts. Always use multi-factor authentication for personal and business email accounts. Fraudsters have also been known to hack email accounts and request changes from the employee's legitimate email account.
- If employees are using a pay card or if the banking looks suspicious, 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:**

- Paper Trails no longer changes direct deposit changes on behalf of employees. We require employees or company administrators to log in to make these changes. We do not want to add another middleman to the process which increases the chance of fraudulent activity. Step-by-step instructions on how to change direct deposit information is available at [papertrails.com/help](http://papertrails.com/help).
- If a client insists on submitting a direct deposit change on paper, we will only accept direct deposit change requests from our primary point of contact at your company, or specified designee. The form must be signed by the company 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. Once the form has been received, our team will place a phone call to the client to ensure that the change has been authorized. Paper Trails bills \$10 per change to the client for paper direct deposit form changes.
- [isolved](#) and [myhrstuff.com](http://myhrstuff.com) require strong passwords that are hard to crack and use multi-factor authentication to verify user credentials.
- When a direct deposit change is made in [myhrstuff.com](http://myhrstuff.com), the employee and employer will both receive an email alert that a direct deposit account has changed. This email will alert the employee to a change and potentially raise a red flag of fraud.
- Our team undergoes thorough information security & fraud prevention training, and is always on high alert for fraudulent activity. If we see something suspicious, we will alert you immediately.

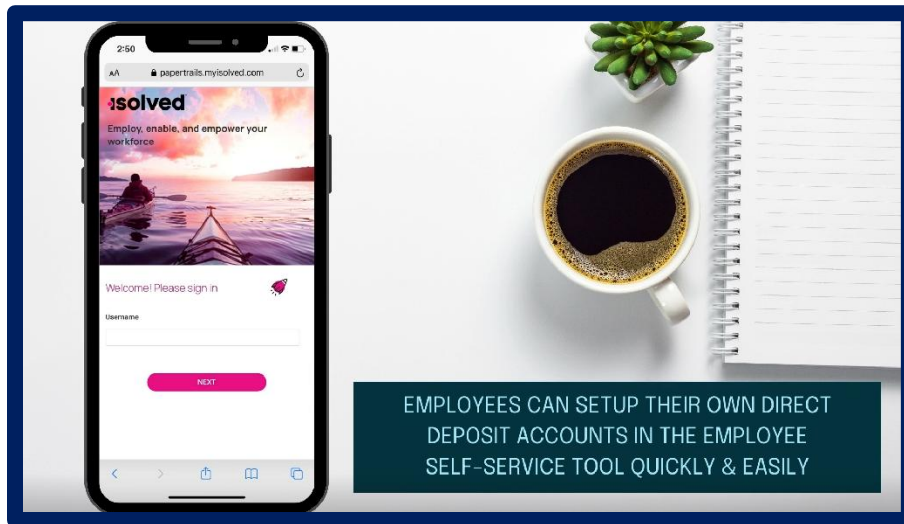
If you or your employees have questions about how to better prevent direct deposit fraud, please contact any member of our team!



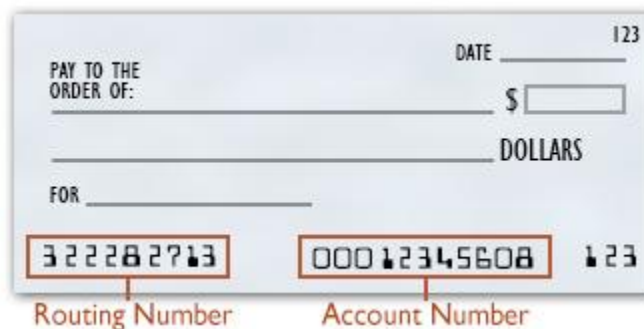
## How to Change your Direct Deposit Information in myhrstuff.com

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:





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## Employee Direct Deposit Agreement

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/Entire Check

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/Entire Check

***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. I acknowledge that Paper Trails has given me the opportunity to change my direct deposit on my own through myhrstuff.com and I am choosing not to do so, which may increase the likelihood of errors or fraud. By signing below, I release Paper Trails, Inc from any liability associated with fraudulent direct deposit processing related to this charge and my employer will be charged \$10 to make this manual change, which they may pass on to me.

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. You further acknowledge that Paper Trails has given you the opportunity to change my direct deposit on your own through isolved and you and the employee are choosing not to do so, which may increase the likelihood of errors or fraud. By signing below, you release Paper Trails, Inc from any liability associated with fraudulent direct deposit processing related to this charge and you as the employer will be charged \$10 to make this manual change.

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

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

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

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