

# 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	
Benefits Eligibility	

Payroll and Tax Information <i>(Confidential - for HR and Payroll Use Only)</i>	
Social Security Number (SSN)	
Pay Schedule	
Payroll Method	
Bank Name	
Routing Number	
Account Number	
Account Type	
Tax Withholding Forms Submitted (W-4)	
State Tax Forms (if applicable)	

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.