



New Employee Set-Up Form

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Fax to Terra Firma, attention:

Important: The following information and all original paperwork will be necessary to complete your new employee's first payroll.

Work Site Employer Name: _____

Division/Department/Labor Cost (if applicable): _____

Employee Name: _____

Original Hire Date: _____ Pay Rate: _____

Position: _____

This must be completed for proper workers' compensation code classification. If job title is not industry standard, please provide a brief description of duties.

Authorized Signature: _____

Title: _____

Employment Status

- Full-time
- Part-time (with benefits)
- Part-time (without benefits)
- Seasonal

Occupational Tax

- Not Applicable
- Denver
- Aurora
- Greenwood Village
- Glendale
- Sheridan