PINK
PAYROLL

Required Fields in Red Lettering									
First Name	**Last Name**	**Date of Birth**	**Age**	**Medical Status (EE,ES,EC or EF) for EE (SP or CH) for Dependents**	**Dental Status (EE,ES,EC, EMC or EF)**	**Vision Status (EE,ES,EC,EMC or EF)**	**Zip**	**Gender (M,F)**	

Email	Salary	
		1. Enter infomation for employees.
		2. Enter Age or Date of Birth
		3. Save the Excel (*.xls) file to your system
		4. Close this window or Exit Excel.
		5. Go back to upload the saved file.
		You may handwrite this form
		Reference
		EE = Single
		ES = Employee / Spouse
		EC = Employee / Children
		EF = Employee / Family
		SP = Spouse
		CH = Child