Paysmart
It's not payroll. It's people.®

New Hire Process

Accurate Payroll Starts Here

Setting up new employees correctly keeps payroll accurate and compliant with federal & state laws. This guide outlines what's required, how to submit it, and what happens if details are missing. Following these steps prevents delays, errors, and compliance issues.

What Information is Required When I Hire a New Employee?

Complete and submit these forms to Paysmart within three days of the hire date. New hires submitted less than one business day before your payroll deadline will be processed on the next check.

- I-9 Employment Eligibility Form *(with ID documentation)*
- Federal W-4
- State W-4 *(if applicable)*
- Direct Deposit *(if applicable)*

Download these forms at paysmartsc.com/forms

How Do I Submit New Hire Information to Paysmart?

Paysmart protects all Personally Identifiable Information (PII) & accepts two secure submission methods.

Option #1 - Secure Client Portal *(fastest & most secure)*
Login to your portal at paysmartsc.com/logins/isolved ⟶ Employee Management ⟶ Quick Hire

Option #2 - Secure Email
If you cannot access the secure portal, send encrypted forms to payroll@paysmartsc.com or select Secure Send on the Paysmart website - paysmartsc.com/logins

What if I Don't Have All of the Information?

Paysmart cannot pay an employee without these five details:

Full Legal Name • Social Security # • Date of Birth • Home Address • Rate of Pay

Employees missing tax forms will be taxed at the default rate (single, no dependents) until received; missing forms may also delay E-Verify compliance.