

New Employee Checklist

(Canada)



PERSONAL INFORMATION

(to be completed by the employee)

First Name		Middle Name	
Last Name			
Date of Birth		SIN (9 digits)	
Personal Email Address			
Address			
City, Province		Postal Code	
Phone Numbers			
Emergency Contact			
Bank		Branch	
Account	(please attach cancelled/copied cheque)		
<u>TD1 Deductions:</u>			
Federal		Provincial	

You DO NOT need to supply TD1 values unless you want to use values other than the standard values. Remember that there is a Federal form as well as a Provincial form.

We suggest that you enter your PERSONAL email address rather than your new work email address. This ensures that your payslip and other information gets sent to your private email address and ensures that you still get data after the end of your employment.

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EMPLOYMENT INFORMATION

(to be completed by the employer)

Personal Information sheet also required

Employee's Name			
Job Title		Employee Type	<input type="radio"/> Permanent <input type="radio"/> Temporary <input type="radio"/> Contractor
Province of Employment		Standard hours per week	
First day of employment		Payroll Frequency (e.g., Monthly, BiWeekly)	
Pay Rate:	\$	Per	<input type="radio"/> hour <input type="radio"/> day <input type="radio"/> week <input type="radio"/> month <input type="radio"/> year
Vacation Policy:	<input type="radio"/> No vacation <input type="radio"/> With each pay <input type="radio"/> Released when used; cash out at end of year } Rate: _____ % <input type="radio"/> Released; roll forward }		
Special Benefits or Allowances	Minimum is 4%. Default is "Released, roll forward" "No vacation" should only be used for salaried employees who have agreed that no vacation bank be used.		
Special Deductions			