

NEW PERMANENT EMPLOYEE CHECKLIST

Please Note: In order to process your pay in a timely fashion, the following documentation must be received no later than the deadline specified in your original offer email. *Please return this checklist along with your completed sign-on package. It must be noted that your pay may be delayed if all information requested is not returned by the deadline specified in your original offer of employment email.*

Documents Required:

- New Employee Checklist (this document)
- Signed Letter of Offer

Photocopies Required:

- Copy of Social Insurance Card or Revenue Canada Notice of Assessment
- Copy of Driver's License
- Copy of BC Care Card or Bill (if applicable – please refer to instruction on New Hire Site).
- Copy of Birth Certificate or Canadian Citizenship papers/passport

Forms Required:

- Direct Deposit Information: VOID Cheque **or** Stamped Official Bank Slip
- Signed Employee Direct Deposit Authorization Form
- Signed Employee Confidentiality Agreement
- Signed Code of Conduct Form
- Signed Employee Ethics and Compliance Policy (last page only please)
- Signed Standard Consent Form
- Completed Federal TD-1 Tax Form
- Completed Provincial TD-1 Tax Form
- Completed Employee Information Form
- Completed Life Insurance Beneficiary Form
- Completed BC Health Care Coverage Form (if applicable – please refer to instructions on New Hire Site for more information)
- Defined Contribution pension enrollment form (if applicable – please refer to New Hire Site)
- BC Medical Services Plan Group application form (for Permanent BC employees only)

Please feel free to contact Recruitment at (780) 412-8844, or your Human Resources Assistant directly, if you have any questions or concerns pertaining to the above requirements.