

NEW EMPLOYEE ONBOARDING FORM

TO BE COMPLETED BY EMPLOYER

Action: ☐ New Hire ☐ Re-Hire ☐ Update to information

Start Date: (yyyy/mm/dd) **Salary / Wage:** per

(ex: hour, month, year)

Payroll frequency: ☐ bi-weekly ☐ monthly ☐ semi-monthly ☐ other:

Employment Status: ☐ Permanent ☐ Temporary / ☐ Full-Time ☐ Part-Time

Is the employee related to a shareholder? ☐ Yes ☐ No

If yes, how? ☐ child ☐ sibling ☐ parent ☐ other:

Vacation rate: (Per Alberta labour standards, minimum is 4%; after 5 years of service it increases to 6%)

☐ Accrued ☐ Include in each pay

Employer Name:

Employer Signature: _____ **Date:** _____

Print this form once completed, sign, and return to us using a secure method. **NOT EMAIL.**

TO BE COMPLETED BY EMPLOYEE

First Name: **Last Name:**

Birth Date: (yyyy/mm/dd)

SIN: **Personal Email (for paystubs):**

Mailing Address:

☐ **Home Phone #:** ☐ **Cell Phone #:**

Indicate preferred contact with a checkbox.

Employee Signature: _____ **Date:** _____

REQUIRED ATTACHMENTS. Attach a void cheque for direct deposit, plus completed Federal Personal Credits Return (TD1) and Alberta Personal Credits Return (TD1AB). Links for both TD1 forms are on the Versatile resources page.