



**NEW EMPLOYEE CHECKLIST**

**SCHOOL NAME:** \_\_\_\_\_

- Instruct (Teacher)       EA                       Admin                       TOC                       Cust
- After School Care       SEA

**EMPLOYEE NAME:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

*Employee **must** provide email address, **must use @cispg.ca address**, unless TOC*

- Copy of Letter of Appointment attached – *for Support Staff positions only*  
**Copy MUST be attached prior to first day worked.**

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**BENEFITS:** There is a minimum 20-hour work-week requirement to participate in Group Benefit Plan. If employee does not work a minimum of 20 hr/wk disregard Benefit forms indicated on the checklist.

**Benefit Class 1:** Employee must be full/part time employee (min 20 hrs/wk or .5 FTE) with a continuing contract OR has had a consecutive 12-month contract (i.e. contract Sep-June 2016 and Sep-June 2017)

**Benefit Class 2:** Employee has 1-year contract, with no intention of rehire

**Benefit Class 100:** Employee is a permanent part-time employee who works less than 20-hours/wk and wishes to contribute to the Registered Pension Plan

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**Please ensure employee has completed the required payroll and benefit forms and check off that they have been included here. Forms are available on our website [www.cispg.ca](http://www.cispg.ca) under Staff-New Staff & Payroll section.**

- TD1                       TD1BC
- RCEC Direct Deposit Payroll Agreement and Banking Information

**Benefit Class**, check class that applies:     Class 1                       Class 2                       Class 100  
**See above for clarification**

- CISVA Application for Group Benefits
- CISVA Application for Membership in Registered Pension Plan
- MSP Application for Group Enrolment
- Birth Certificates for each Family Member included on the MSP Application

**Ensure ALL required documentation is completed and attached. Submit to [payroll@cispg.ca](mailto:payroll@cispg.ca) BEFORE employee's first day of work.**