



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.

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

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 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 BEFORE employee's first day of work.