



**Catholic Independent Schools Diocese of Prince George**

**Finance Office**

6500 Southridge Ave  
Prince George SC V2N 5P9  
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Direct: 250-964-5643  
[www.cispg.ca](http://www.cispg.ca)

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**NEW EMPLOYEE CHECKLIST**

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

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

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

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

**EMPLOYEE CELL PHONE:** \_\_\_\_\_

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

- Copy of Schedule 1 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.

**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:  class1       class2       Class 100

*See above for clarification*

- CISVA Application for Group Benefits
- CISVA Application for Membership in Registered Pension Plan

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