



# Catholic Independent Schools Diocese of Prince George

## Finance/Payroll

6500 Southridge Ave  
Prince George BC V2N 5P9  
E: [payroll@cispbg.ca](mailto:payroll@cispbg.ca)

Direct: 250-964-5643  
[www.cispbg.ca](http://www.cispbg.ca)

Tel: 250-964-4424 Ext 2204

### NEW EMPLOYEE CHECKLIST

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

- ☐ Instruct (Teacher)    ☐ EA    ☐ Admin    ☐ TOC    ☐ Custodian  
☐ After School Care    ☐ SEA    ☐ Pre-K    ☐ Other \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**PERSONAL EMAIL ADDRESS:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

- ☐ Contract has been requested from CISPBG  
☐ CRC/PRC has been submitted for review    ☐ N/A reason \_\_\_\_\_  
☐ Copy of Schedule 1 filed in Teams – *for Support Staff positions only*

**File MUST be in Teams prior to first day worked. First day of scheduled work** \_\_\_\_\_

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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)

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

**Benefit Class 100:** Participation is for the Registered Pension Plan (RPP) only. This benefit class is for **permanent part-time employees** working less than 20 hours/week. The employee must work for the same employer for two consecutive years and earning not less than 35% of the Years Maximum Pensionable Earnings (YMPE) – dollar amount set by Revenue Canada - [PENSION ELIGIBILITY.pdf](#)

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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.cispbg.ca](http://www.cispbg.ca) under Staff-New Staff & Payroll section.**

- ☐ TD1    ☐ TD1BC

SIN numbers starting with nine (9) must also provide Canada Immigration work permit

- ☐ 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    ☐ Not Eligible    ☐ Proof of spousal coverage (D & EH only)  
☐ CISVA Application for Membership in Registered Pension Plan

**Ensure ALL required documentation is completed and filed in Teams. Submit this form to [payroll@cispbg.ca](mailto:payroll@cispbg.ca) BEFORE employee's first day of work.**