



Catholic Independent Schools Diocese of Prince George

Finance/Payroll

6500 Southridge Ave
Prince George BC V2N 5P9
E: payroll@cispg.ca

Direct: 250-964-5643
www.cispg.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 CISPG
- 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 _____

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](#)

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

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

- CISVA Application for Membership in Registered Pension Plan

Ensure ALL required documentation is completed and filed in Teams (Payroll) BEFORE employee's first day of work.