

Departmental Payroll Documents Checklist - CUPE 3902 Unit 5 PDF Employee

1. New Hire -		
Payroll Items	Mandatory Document Required to Submit before Payroll Deadline (if not submitted employee will not receive the pay)	Details
Offer Letter	Mandatory	<ul style="list-style-type: none"> ✓ Org Unit ✓ Address ✓ FTE% ✓ Contract Salary ✓ Contract Term/End Date <p>(Foreign PDF only – 1. the contract ending date must less or equal to the work permit expiration date) 2. Canadian Address is required)</p>
S.I.N Validation	Mandatory	If the SIN starts from '9**', the work permit is required.
Employee Personal Information	Mandatory	<ul style="list-style-type: none"> ✓ First /Last Name ✓ Date of Birth ✓ Gender ✓ Nationality
TD1 form	If not received by pay deadline, employee will have basic tax credit set up in HRIS; department may update after pay run.	Federal TD1 Provincial TD1-ON

Work Permit	Mandatory	Foreign PDF only
Cost Distribution	Mandatory	CC(or Order#), CFC#, Fund#
Direct Deposit	Mandatory	1. Authorization Form 2. Copy of Void Cheque
2. Contract Renewal or Transfer a T4A PDF Trainee to T4 U5 Employee		
Offer Letter	Mandatory	<ul style="list-style-type: none"> ✓ Org Unit ✓ Address ✓ FTE% ✓ Contract Salary ✓ Contract Term/End Date <p>(Foreign PDF only – the contract ending date must less or equal to the work permit expiration date, if not the Work Permit not renewed)</p>
S.I.N Validation	Mandatory	If the SIN starts from '9**', then the work permit is required.
Valid Work Permit or Implied Status	Mandatory	Foreign PDF only
Cost Distribution	Mandatory	Cost Center(or Order#) Fund Center# Fund#(if applicable)