

New Employee Setup Form



Name of Employer

EMPLOYEE PERSONAL INFORMATION

Name	Cell Phone	E-mail ID
SIN	Date of Birth	Home Address
Date of Hire	Job Title	
Employee Number		
Payment Method <input type="radio"/> CHEQUE <input type="radio"/> DIRECT DEPOSIT		

PAYROLL DETAILS & RULES

Province of Employment	Type of Employment	Pay Rate
Pay Rate Unit	Standard Hours/Week	
Pay Frequency	<input type="radio"/> WEEKLY <input type="radio"/> BI-WEEKLY <input type="radio"/> SEMI-MONTHLY <input type="radio"/> MONTHLY	

FINANCIAL YTD

Regular Hours	Overtime Hours @ 1.5	Doubletime Hours @ 2
Regular Earnings	Statutory Holiday	Sick Day
Personal Day	Shift Premium	Company Pension Plan
Contribution to RRSP	Federal Tax	EI
Canada Pension Plan		

Notes
