

## Diocese New Hire Information:

Please complete the following information along with completed TD1's, identification and a void cheque to the payroll department upon finalizing any new hires;

- Full Name: \_\_\_\_\_
- S.I.N. #: \_\_\_\_\_ Date of Birth:(mm/dd/yy) \_\_\_\_\_
- Full Address: \_\_\_\_\_  
\_\_\_\_\_
- Parish: \_\_\_\_\_
- Telephone: Hm \_\_\_\_\_ cell \_\_\_\_\_
- Position: \_\_\_\_\_
- Start Date: (mm/dd/yy) \_\_\_\_\_ End Date \_\_\_\_\_
  - Federal and Provincial TD1 forms completed - see link below:
  - <http://www.cra-arc.gc.ca/formspubs/frms/td1-eng.html?slnk>
- Copy of valid Driver's License, Birth Certificate or Provincial Identification Card
- Void cheque (for direct deposit information)
- Salary: Rate per month: \_\_\_\_\_
  - Or - Rate of pay per hour: \_\_\_\_\_
- Vacation pay details: 4 % per pay Yes   
OR Time off in Lieu of 4% Yes
- Hours worked per day: \_\_\_\_\_
- Days Worked per week (Mon – Fri): \_\_\_\_\_

Authorized by Warden: \_\_\_\_\_ Date \_\_\_\_\_

Please fax, mail or scan a copy of this information to Central Payroll so that it arrives by the Payroll Cutoff date:

**The Diocesan Synod Office,  
1340 Cathedral Lane  
Halifax, NS, B3H 2Z1**

**Tele: 1-902-420-0717  
Fax: 1-902-425-0717  
Email: [tcummins@nspeidiocese.ca](mailto:tcummins@nspeidiocese.ca)**

Revised Dec 21, 2018