

**EVA'S INITIATIVES**  
**TIER 1: NEW EMPLOYEE ORIENTATION CHECKLIST**  
**CONDUCTED BY PAYROLL AND BENEFITS ADMINISTRATOR**

	EMPLOYEE	Payroll & Benefits
<b>PAYROLL</b>		
Employee Information Form		
TD1 and TD1ON Forms		
Void Cheque		
Verify SIN card		
<b>BENEFITS</b>		
Sutton Insurance Company (contract employees)		
Standard Life Enrollment Form		
RRSP Procedure (permanent employees)		

	EMPLOYEE	HUMAN RESOURCES
<b>TRAINING RECORDS</b>		
Copies of certificates of relevant training/education		
<b>ORGANIZATIONAL</b>		
Anti-Oppression Plan		
Employee Awareness Guide to Workplace Discrimination and Harassment		
Toronto Shelter Standards (booklet)		
Health and Safety Policy		
Health and Safety Policy for New Employees		
Union Collective agreement (4358-02 or 4358-03)		
<b>GENERAL INFORMATION</b>		
Organizational Charts		
Head Office Telephone List		
Eva's Newsletter, Annual Report, Brochure		

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Human Resources Signature**

\_\_\_\_\_  
**Date of Tier 1 Orientation**