



### **Hire Form (OCG-801) Instructions**

For those employees meeting with the HR Service Centre, the Service Centre Specialists will aid with completing the form. For employee's not meeting with the HR Service Centre, the employee's manager is responsible for ensuring the hire date, biographic details and contact information section of the Hire form (OCG-801) is completed upon the employees start, signing and forwarding to the HR Service Centre or their payroll office with other required information (e.g. copy of SIN, birth certificate, etc). It is imperative that the information be forwarded in a timely manner so as to ensure the employee is paid.

#### **Employees:**

- Must fill in their hire date (actual start date), employee ID if known, biographic details including their full name, social insurance number, gender, date of birth and contact information including full home mailing address, home telephone, cell phone number and home e-mail address.
- Seasonal or temporary employees must indicate if they would like their vacation paid bi-weekly or not.
- Employees must indicate if their spouse is in receipt of a Labrador Allowance or not.
- Employees must indicate if they are in receipt of a pension from the Public Service Pension Plan (PSPP), Uniform Services Pension Plan (USPP), Teachers' Pension Plan (TPP), Members of the House of Assembly Pension Plan (MHAPP), Provincial Court Judge's Pension Plan (PCJPP). Please note that if you are in receipt of a pension from one of these plans the Contact Information listed on this form will be updated with pensions as well.
- Employees must sign the form and forward to their manager for approval (for those forms not being completed by the HR Service Centre). In the absent of their manager the form should be forwarded to their Director or Supervisor for verification and approval.

#### **Manager:**

- Must verify the hire date to ensure it corresponds with the employee's actual start day.
- Sign the "hiring date approved by" space provided and forward to HR Service Centre or their payroll office with all other required information.

A copy of this form can be found on the Public Service Network site (<http://www.intranet.gov.nl.ca/docs/default.asp>) or by contacting the HR Service Centre. If you have any questions about the completion of this form, please contact the HR Service Centre.

#### **Contact Information:**

##### **HR Service Centre**

**E-mail:** [HRServiceCentre@gov.nl.ca](mailto:HRServiceCentre@gov.nl.ca)

**Phone:** 729-7690 or 1-888-729-7690

#### **Mailing address:**

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Executive Council  
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