

New Hire/Rehire Checklist

Employee Name: _____

Employee ID (if known): _____

Department: _____

- _____ Hiring Form
- _____ Direct Deposit Form
- _____ TD1 (Federal)
- _____ TD1 (Provincial)
- _____ Copy of Birth/Baptismal Certificate
- _____ Copy of Social Insurance card
- _____ Oath of Allegiance/Oath of Office
- _____ Does the employee have prior service with government or a quasi-government agency Yes No
- _____ If yes, advise employee that they are responsible for getting a portability form completed by former employer
- _____ Group Insurance Enrollment Form (must complete within 30 days of eligibility date)
- _____ GMPP Enrollment Form

I understand that it is my responsibility to provide the necessary information/complete the forms within a timely manner. If not there could be delays in receiving my pay. I also understand that the insurance enrollment form provided to me must be completed and returned to Compensation and Payroll Services Division within 30 days of my eligibility date; if not returned within the 30 days I will be considered a late applicant.

Employee Signature: _____ Date: _____

- _____ Authority (please tick appropriate box)
 - RSA
 - Letter of Appointment
 - Contract
 - Other (please specify): _____

GNL Representative Signature: _____ Date: _____

All Documents, including this checklist, should be sent as a package to HRServiceCentre@gov.nl.ca or fax 709-729-7167. If documents are missing, incomplete, or illegible, they will be rejected which could result in delays in processing.