

## 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](mailto: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.**