

Student Hire Checklist

Employee Name: _____

Employee ID (if known): _____

Department: _____

☐ Work Term 1

☐ Work Term 2

☐ Work Term 3

☐ Work Term 4

☐ 1st Year Summer Student

☐ 2nd Year Summer Student

☐ Other: _____

If work term student:

Program: _____

University/College Name: _____

_____ Authority (please tick appropriate box)

☐ RSA

☐ Letter of Appointment

_____ 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

Comments: _____

Employee Signature: _____ Date: _____

GNL Representative Signature: _____ Date: _____

All Documents, including this checklist, should be sent as a package to CompensationBenefits@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.