

New Employee Checklist

To be returned at the time of employment offer acceptance

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Signed Offer of Employment Letter

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Confirmation of Social Insurance Number (photocopy or government document acceptable)

- include copy of work VISA with expiry date if SIN begins with "9"
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Completed Release and Declaration Form

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Proof of Education (Photocopy of final transcript) & Registration (if applicable)

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Completed New Employee Information Form

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Completed Banking Information (Including void cheque or direct deposit form)

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Completed Tax Forms

- TD1 (Federal)
 - TD1ON (Provincial)
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Completed Benefit Enrolment Forms for eligible employees

- Benefits & Beneficiary Designation Confirmation
 - Coordination of Benefits (If applicable)
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Signed Statement of Confidentiality

Tasks to be completed before your first day at KHSC

Complete Criminal Reference Check/Vulnerable Sector Screening Form and submit to local Police Service for processing

- Please note that this request may take up to two weeks or longer to be processed. Identification must be presented at time of pick-up of CRC/VSS.
- Fees associated with obtaining CRC / VSS are the responsibility of the employee. If the check has not yet been completed, you will be asked to sign an affidavit attesting to the fact that you meet the screening requirements.

Visit family physician or local clinic and complete health screening tests

- Please note that two separate visits may be necessary to complete the required TB testing (for further information, please refer to the Communicable Disease Screening Information page). Testing costs will vary.
- Fees associated with the completion of health screening are the responsibility of the employee.

Attend appointment with Occupational Health, Safety and Wellness department

- You must complete the health screening before your appointment and bring the Health Screening Form & your immunization records with you to the appointment. This information can be faxed to Occupational Health ahead of your appointment.

Obtain hospital photo ID and IT Access

- Visit the Security Office on Dietary 1 (Open Monday-Friday between the hours of 8:00 a.m. and 12:00 p.m.)

Review content and policies on the New Employee Website

- (<https://kingstonhsc.ca/working-and-volunteering/new-employee-information>)
- Review policies on Code of Conduct, Dress Code, Safe Footwear, Scents, and Whistleblowing. All employees must comply with these policies starting on their first day of work at KHSC.

For further questions, contact the the Total Rewards Team (Watkins 4) at 613-549-6666 x 6595

Please submit completed New Hire Package to PSForms@kingstonhsc.ca