



New Employee Checklist

Please ensure that you bring ALL of the following documentation:

- Signed ORIGINAL offer letter
- ORIGINAL Social Insurance Number card
- ORIGINAL proof of eligibility to work in Canada (e.g. birth certificate, work permit, passport)
- ORIGINAL proof of age (e.g. driver's licence, birth certificate)
- Void cheque OR an official form from your bank with your account details
- 2 completed tax forms:
 - Federal - TD1
 - Ontario - TD1ON
- Copy of License/s required for the position, if applicable. (e.g. Valid Ontario G License, Smart Serv Certificate)
- Employee/Emergency Contact Form

Missing or incomplete documentation may result in delaying your information being processed in the payroll system, resulting in a delay of pay and benefits enrolment.

Other Mandatory New Hire Items:

- TCard (obtain UTORid letter)
- Basic Health & Safety Training Module: <https://ehs.utoronto.ca/basic-health-and-safety-training/>