



People Services Checklist

- Letter of Employment
- TD1 Federal
- TD1 Provincial
- Notice of Employee Hire / Change / Termination
- Direct Deposit Authorization
- Benefits forms completed (enrolment / change). If applicable.
- Copy of current Drivers' License
- Copy of Work Visa / Permit, if applicable (out of country only)
- Date Office keys issued _____ Date keys returned _____
- Date Husky card issued / returned _____ Card number _____
- Date credit card issued / returned _____ Card number _____
- Copy current CSCF (for coaching staff) _____
- CPIC / equivalent

Property issued (list):

Date:

Date returned:
