**New Employee Template Instructions**

This document can be used to record all of the important contact and personal information for new employees.

1. Replace “Company Name” with the name of your company.

**New Employee Hire Section**

1. Enter the employee’s first name, middle name and last name on the lines titled “First Name”, “Middle Name” and “Last Name”.
2. Enter the employee’s mailing address on the lines titled “Address 1” and “Address 2”. You can enter the entire address on one line or space the address on to multiple lines in standard address format.
3. On the “Phone Number” line, include the employee’s main phone number.
4. On the “Personal Email” line, include the employee’s main personal email address.
5. Enter the employee’s birthdate on the line titled “Birth Date”.
6. On the “SIN Number” line, include the employee’s SIN number.
7. On the “Employee Number” line, record the employee number assigned by your company if it’s relevant. If your company does not assign employee numbers, this line can be deleted.

1. Enter the employee’s start date on the “Start Date” line.
2. On the “Salary / Wage” line, include the employee’s payment terms. This could be an hourly rate, a yearly salary or a commission rate.
3. On the “Vacation Accrual / Vacation Paid-out” line, record if the employee wants to receive vacation pay on every pay period or have it saved until they go on vacation.
4. On the “Submit copy of void cheque” line, make a note once you’ve received a copy of the employee’s void cheque and attach it to this form.

**Employee Exit Section**

**(Use this section when an employee has been terminated)**

1. Enter the last day worked on the line titled “Last Shift Date”.
2. On the “Special Exit Terms” line, record any additional information regarding the employee’s exit that you would like a history of.

**Formatting**

1. Once all of your information has been entered, all of the descriptions can be changed to black font by highlighting the section to be changed and clicking on the menu bar: Format - Font – Font color – choose black.
2. Delete this instruction page once the document is completed by highlighting the page and clicking on the menu bar: Edit – Cut.

**Company Name**

|  |  |
| --- | --- |
| **New Employee Hire** | |
| **First Name:** |  |
| **Middle Initial:** |  |
| **Last Name:** |  |
|  |  |
| **Address 1:** |  |
| **Address 2:** |  |
| **Phone Number:** |  |
| **Personal Email:** |  |
|  |  |
| **Birth Date:** |  |
| **SIN Number:** |  |
|  |  |
| **Employee Number (If relevant):** |  |
| **Start Date:** |  |
| **Salary / Wage:** |  |
| **Vacation Accrual (saved until vacation is taken) Vacation Paid-out (paid on each cheque):** |  |
|  |  |
| **Submit copy of void cheque** |  |

**New Employee Enrollment / Exit Form**

|  |  |
| --- | --- |
| **Employee Exit** | |
| **Last Shift Date:** |  |
| **ROE - submit to CRA and Employee:** |  |
| **Send last pay cheque:** |  |