LAY NEW HIRE PARISH CHECKLIST √

Please see below checklist to add Lay employees to the parish payroll. All items listed must be provided to add employees to the parish payroll.

☐ **Lay New Hire Information Form**

☐ **TD1 Federal Tax Form**

☐ **TD1NS (Nova Scotia Provincial Tax Form) OR ☐ TD1PE (Prince Edward Island Provincial Tax Form)**

☐ **Direct Deposit Form OR Voided Cheque (handwritten information not accepted)**

☐ **Copy of Job Offer Letter**

☐ **Copy of employee identification such as Driver's License**

***Please note*, at minimum, the following information should be included in the job offer letter. Although paid via the Diocesan payroll, the individual is an employee of the parish.**

Start Date

End Date

Rate of pay

Days & Hours of work

Vacation paid each pay OR taken in lieu

No Benefits Offered clearly indicated

If benefits are offered, please check with the payroll department prior to the offer to confirm eligibility. Benefits should be listed in the offer letter if applicable.

Any questions regarding the above can be send to payrollandbenefits@nspeidiocese.ca