

Section/Number: Compensation Management - 001	Approval Date: (DD/MM/YY)
Subject: Employee Documentation	Amendment Dates:
Policy	
Employee documentation will be conducted on or before the employee's first day of work.	
Definitions N/A	
Guidelines	
<ol style="list-style-type: none"> <li>1. The Community Government is responsible for informing new employees of their benefits and entitlements.</li> <li>2. Employees will be informed which benefits are compulsory and which are optional.</li> <li>3. Deductions will automatically be taken from the employee's pay.</li> <li>4. The Payroll Officer will ask the employee to bring the following certificates and information to the documentation session: <ol style="list-style-type: none"> <li>4.1. Certificates of Birth or equivalent, Adoption, Marriage and/or Divorce Certificates if required for benefits purposes</li> <li>4.2. Copies of degrees, certificates and diplomas if appropriate.</li> </ol> </li> <li>5. During the documentation session, employees will be provided with information concerning their salary, increments, benefits, insurances, allowances and deductions.</li> <li>6. Employees will be advised of the rates, premiums, and amounts for the following and will be asked to complete the necessary forms for other source deductions: <ol style="list-style-type: none"> <li>6.1. TD1</li> <li>6.2. Income Taxes</li> <li>6.3. Employee contributions to Community Government benefits.</li> </ol> </li> <li>7. Employees will be provided with information concerning leave entitlements.</li> <li>8. Employees may be asked to complete additional forms and applications as required.</li> <li>9. Employees will sign the Community Government Documentation Form stating that: <ol style="list-style-type: none"> <li>9.1. the employee has been provided the required documents and information from the Community Government</li> <li>9.2. that they have provided the required documents and information to the Community Government.</li> </ol> </li> </ol>	
Attachments Documentation Form	
References N/A	

Logo

Community Government Name

## Community Government Documentation Form

This is to confirm that the following documents have been provided to, discussed with and received from the undersigned employee.

Documents Required from the Employee:

Document	Received	Not Applicable
Signed Letter of Offer		
Signed TD1 Form		
Signed Benefits Forms		
Marriage Certificate		
Dependents(s) Birth Certificate(s) or Equivalent		
Adoption Certificate(s)		
Divorce Certificate		
Education Certificate (Degree, Diploma, etc.)		
Occupation Certificate (Journeyman Certificate, HEO Certificate, etc.)		
Required Safety Certificates (First Aid, H2S Alive, etc.)		
Driver's License (Identify Required Class)		
Other:		
Other:		
Other:		

Documents to be provided to the Employee:

Document	Provided	Not Applicable
Job Description		
Compensation Information (Salary and Allowances)		
Performance Review Process		
Insurance and Benefits Information		
Employment Policies and Procedures		
Other:		
Other:		
Other:		

\_\_\_\_\_  
Payroll Officer Name

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Payroll Officer Signature

\_\_\_\_\_  
Employee Signature