Remote Sign-On Checklist for Supervisors

Remote sign-on is appropriate only for temporary employees. Permanent employees must sign on by appointment with the Employee Service Centre, 780-944-4311.

☐ Record the employee's name, start date, department, union, and the name of the HR/Recruitment Consultant who assisted with the employee's hiring.

Employee Name: _____ Start Date: _____

Department: _____ Union: _____

Recruitment Consultant: _____

☐ Inform new Employees that they need to provide their Social Insurance Number and a void cheque to attach to the Direct Deposit Application. If they do not provide these materials when the forms are sent to the ESC, their paycheque will be delayed.

☐ Have the employee complete the following forms:

- ☐ Personal Information form
- ☐ Direct Deposit Payroll Application
- ☐ Tax Information Form

☐ Give the employee the Payroll Information sheet.

Supervisor/Delegate Name: _____ Date: _____

Supervisor/Delegate Signature: _____ Phone: _____

Submit completed form to:
Employee Service Centre, Edmonton City Centre West, Suite 300D, 10200 102 Ave NW
Edmonton, AB T5J 4B7
Fax: 780-496-8329
Scan & Email: employeeservicecentre@edmonton.ca

This information is being collected under the authority of Section 33c of the Freedom of Information and Protection of Privacy Act and will be used in the City of Edmonton's Human Resources programs such as benefit coverage, compensation and education form employees, their eligible spouses and dependents. If you have any questions about the collection of this information, please contact Director, Employee Service Centre at 780-496-6319.

THE CITY OF Edmonton HUMAN RESOURCES

Form #: HR048
Version: 2013.05.23

Personal Information

This form is used by an employee to submit or change his/her personal information.

New employees must complete the entire form. Current employees should provide only the information that has changed.

To submit or update marital status and/or dependent information for benefit purposes, please submit a Declaration of Dependent Status form.

Last Name: _____ Legal First Name: _____

Title: _____ Middle Initial(s): _____ Employee ID/PR#: _____

Home Address

Effective Date: _____

Address: _____

City: _____ Prov. _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____ Other Phone: _____

Mailing address (used for T4 mailout)

Effective Date: _____ ☐ Same as Home Address

Address: _____

City: _____ Prov. _____ Postal Code: _____

Other Personal Information

Birth Date: _____ Social Insurance Number: _____

Marital Status: _____ Gender: _____

Primary Emergency Contact Information

Name: _____ Relationship: _____

Address: _____

City: _____ Prov. _____ Postal Code: _____

Home Phone: _____ Alt. Phone: _____

Employee Signature: _____ Date: _____

Required if not submitted electronically

Submit completed form to:
Employee Service Centre, Edmonton City Centre West, Suite 300D, 10200 102 Ave NW
Edmonton, AB T5J 4B7
Fax: 780-496-8329

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THE CITY OF Edmonton HUMAN RESOURCES

Form #: HR019
Version: 2013.05.23

Direct Deposit Payroll Application

This form is used by employees to identify or change their banking information for direct payroll deposit.

Employee Name: _____ Employee ID/PR#: _____

Department: _____ Branch/Section: _____

Choose one:

_____ I have attached a cheque marked VOID
initials

or

_____ The account section has been completed by my Financial Institution
initials

I authorize The City of Edmonton to deposit my net pay to the account indicated below which is held in my name.

Employee Signature: _____ Date: _____

Staple VOID cheque in this area or have the Account Section completed by your financial institution.

ACCOUNT SECTION (to be completed by Employee's Financial Institution)

Name of Financial Institution: _____ Institution Number: ☐☐☐☐

Branch/Transit Number: ☐☐☐☐☐ Account Number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Use Exact Account # only, DO NOT ZERO FILL

Account Name: _____

Financial Institution Signature: _____ Date: _____

Submit completed form to:
Employee Service Centre, Edmonton City Centre West, Suite 300D, 10200 102 Ave NW
Edmonton, AB T5J 4B7
Fax: 780-496-8329
Scan & Email: employeeservicecentre@edmonton.ca

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THE CITY OF Edmonton HUMAN RESOURCES

Form #: HR015
Version: 2013.05.23

Tax Information Form - 2015

This form is used by the employee to provide the Employee Service Centre with their tax information and to indicate if they would like any additional taxes to be deducted from their salary.

Employee Name: _____ Employee ID/PR#: _____

You will have income tax withheld from your City of Edmonton pay based on the basic personal exemption amounts of $11,327 (2015-Federal) and $18,214 (2015-Alberta) unless you are eligible for additional tax exemptions.

Additional tax exemptions include amounts for age (65 years of age this year), pension income, tuition and education (full-time or part-time), disability, spouse or common-law partner, caregiver, or infirm dependent age 18 or older.

If you would like to claim tax exemptions in addition to the basic personal exemption amounts, you will need to complete TD1 Federal and TD1AB Alberta tax forms. Contact Inside Information at 780-944-4311 and ask for Payroll to request the forms or for assistance in completing them.

Check all that apply:

☐ I authorize the City of Edmonton to withhold income tax based on the basic personal exemption amounts of $11,327 (2015-Federal) and $18,214 (2015-Alberta) since I am *not* eligible for or choose not to claim any additional exemptions.

☐ I would like additional tax to be deducted from my salary. Please indicate the amount below.

$ _____ per pay period. The amount must be in multiples of $5 ($5, $10, $15, etc.)

Employee Signature: _____ Date: _____

This information is being collected under the authority of Section 33c of the Freedom of Information and Protection of Privacy Act and will be used in the City of Edmonton's Human Resources programs such as benefit coverage, compensation and education form employees, their eligible spouses and dependents. If you have any questions about the collection of this information, please contact Director, Employee Service Centre at 780-496-6319.

Code of Conduct for Employees Acknowledgement

This form is used by the employee to acknowledge that they have read and understand the Code of Conduct directive and have received the Code of Conduct handbook.

Employee Name: _____ Employee ID/PR#: _____

I acknowledge receipt of the City of Edmonton Code of Conduct Directive - A1100 and the City of Edmonton Employee Code of Conduct Handbook and Guide (the "Handbook").

I understand that if I have any questions about the City of Edmonton's Code of Conduct, there are a number of resources available to me. These resources are outlined in the Handbook and, where applicable, can be accessed on the City of Edmonton's website.

Employee Signature: _____ Date: _____

This information is being collected under the authority of Section 33c of the Freedom of Information and Protection of Privacy Act and will be used in the City of Edmonton's Human Resources programs such as benefit coverage, compensation and education form employees, their eligible spouses and dependents. If you have any questions about the collection of this information, please contact Director, Employee Service Centre at 780-496-6319.

Payroll Information

Welcome to the City of Edmonton! As a new employee, we understand that you are interested in how you get paid and when. We want to tell you about how payroll works and give you information about reporting the time you work, vacation, and the Earned Day Off program among other topics.

Employee Identification Number

Once you have completed your sign on, the information you provide gets entered into a database of all City of Edmonton employees and an Employee Identification Number or Employee ID is assigned to you. This number is important because it is used to identify you on all payroll information.

Reporting Time

As an employee, it is your responsibility to tell your supervisor the hours you worked. You also need to tell your supervisor if you are sick or plan to take vacation. There are different ways in which time is reported. Your supervisor will tell you how to report your time. For example, you may be asked to fill out an hourly time sheet or enter your time into a computer. Some employees report exception time - that is, you report *only the time you are away* from your workplace such as when you are sick or on vacation. Again, some employees fill out a time card and others enter their exception time into a computer.

Once you have reported your time, your supervisor will approve it by looking over what you have reported and sign it off (either on paper or electronically via computer).

Payroll Calendar

You will be paid every two weeks by automatic direct deposit to the bank account you instructed us to use when you signed on. The Payroll Calendar tells you which day during the month your pay will appear in your bank account.

It indicates when each pay period ends, the number of the pay period, and what days are considered statutory holidays. It is important to report your time by the end of the pay period so your paycheque accurately reflects the time you worked. Be sure to report your time to your supervisor by the end of the pay period.

Pay Advice

Instead of receiving a paycheque, you will receive notification of your pay on a form called a Pay Advice. Your Pay Advice informs you of your bi-weekly gross salary, deductions made and your net salary. You will be setup with electronic Pay Advices or paper copy depending on your union affiliation and job type. Based on the payroll calendar:

- **Online Pay Advices are updated one day before pay day**
- **Paper Pay Advices are delivered to worksites one to two days after pay day**

Employee ID Card

A City of Edmonton ID card (new or replacement) can be obtained by having your supervisor complete the ID Card/Access/Driver Permit form located on eCity and submitting it to Inside Information to receive your photo ID card. You will need government issued ID (Driver's License, Citizenship ID, etc). If you do not have a picture ID, you must present 2 pieces of government issued ID's (SIN card, Health Card, Blue Cross, etc).

Hours of operation for Inside Information are 8:00 a. m. to 5:00 p.m. Monday to Friday and it is located at Suite 300 Edmonton City Centre West, 10250 - 102 Avenue NW, Edmonton, AB.

This information is being collected under the authority of Section 33c of the Freedom of Information and Protection of Privacy Act and will be used in the City of Edmonton's Human Resources programs such as benefit coverage, compensation and education form employees, their eligible spouses and dependents. If you have any questions about the collection of this information, please contact Director, Employee Service Centre at 780-496-6319.