

# 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 paycheck 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](mailto: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 for employees, their eligible spouses and dependents. If you have any questions about the collection of this information, please contact Director, Employee Service Centre at 780-496-6802.

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# Staff Support Employee Skill Catalogue

Please check off all of your applicable skills and then mark your top 2 skills with an \*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID/PR#: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cel Phone: \_\_\_\_\_

Relatives working for the City: \_\_\_\_\_

Restrictions/Limitations: \_\_\_\_\_

Skill ID #	Skill Description	Skill ID #	Skill Description
1	Access Basic	32	Payroll Exp. (Yrs/Mos) _____
2	Access Intermediate	33	PeopleSoft HR
3	Accounting Courses	34	PeopleSoft Payroll Experience
4	Accounting Exp. (Yrs/Mos) _____	35	Police - CJIS
5	Accounts Payable/Receivable	36	Police - CPIC
6	Archiving Experience	37	Police - EPROS
7	Call Centre Experience	38	Police - JOIN
8	CARDS Filing System	39	Police - PROBE
9	Cashier Experience	40	POSSE
10	Cataloging - Library	41	Power Point Basic
11	Courier/Driving Mail van	42	Power Point Intermediate
12	Customer Service	43	Reception 100%
13	Data Entry 100%	44	Reception Minimal
14	Data Entry Minimal	45	Reception Some
15	Data Entry Some	46	Records Management
16	Dictaphone	47	Remedy
17	Digital Print Center	48	Research
18	Dispatch	49	Right FAX
19	Excel - Basic	50	SAP - Basic
20	Excel - Intermediate	51	SAP Accounts Receivable
21	Filing 100%	52	SAP Requisitions
22	Filing Some	53	SAP Accounts Payable
23	HR Experience (Yrs/Mos) _____	54	SAP Journal Vouchers
24	Legal Secretary/Assistant	55	SAP Purchase Orders
25	Labourer Exp. (Yrs/Mos) _____	56	SAP Reporting
	Labourer assignments - Yes/No	57	SAP Reservations - Ordering
26	Lifting Restriction	58	Shipping/Receiving/Warehousing
27	Microsoft Publisher	59	TACS - Corp. Serv.
28	Microsoft Scheduler	60	Word - Basic
29	Microstation Mapping	61	Word - Intermediate
30	Minutes	62	Writing Correspondence
31	Outlook-Calendaring & Email		

Specify Degree/Diploma: \_\_\_\_\_

Typing Speed Test Date: _____	Word Test Date: _____	Date Entry Test Date: _____	Excel Test Date: _____
Police Dept. Security Cleared: _____			

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# 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*

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Edmonton, AB T5J 4B7  
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# 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:  
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# Tax Information Form - 2014

*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 \$11,138 (2014-Federal) and \$17,787 (2014-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 \$11,138 (2014-Federal) and \$17,787 (2014-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: \_\_\_\_\_

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# 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: \_\_\_\_\_

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# 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 pay cheque, 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.