McMaster University | HEALTH SCIENCES

Enrolment Guide: Interim Employees

Instructions for Completion of Employment Forms for New Employees

Please begin by reviewing the information included in the Enrolment Guide below, which provides a brief overview and instructions for the completion of documents required for payroll enrolment. Links to additional information and resources can be found at the end of this document. Completed forms may be sent to your HR Representative. Should you have any questions as you review the information and complete the documents, please contact your Department HR Representative.

Payroll Enrolment

1. Employee Contact and Deposit Form:	
Collects biographical and contact information for system enrolment; and provides banking information to Payroll to deposit your pay into the back account of your choice.	1. Part A: You may disregard this section, as it will be completed with your HR Representative during your Welcome Meeting. 2. Part B: Complete employee information section with your personal information. 3. Part C: Complete your mailing address. 4. Part D: Complete your permanent address if different from your mailing address. 5. Part E: Complete emergency contact information with name, relationship and phone number of your emergency contact. 6. Part F: Complete deposit information by attaching a cheque marked 'void' or a direct deposit slip from your financial institution. 7. Sign and date the form.
2. Federal TD1 & Provincial TD1:	
Used to determine the amount of income tax to be deducted from your pay.	1. Complete the top portion of the form with your name, address, birthdate and Social Insurance Number. 2. The basic personal amount is already filled in for you. If that is all you wish to claim, fill in this total claim amount at the bottom of page 1, and sign and date the 2nd page. 3. If you are entitled to any tax exemption other than the basic personal amount or you want to reduce the amount of taxes you pay at the source, you must fill in the applicable sections on both pages of both forms. You may also choose to have additional taxes deducted by filling out the appropriate section on page two of each form.

Required Signatures

1. Freedom of Information and Protection of Privacy Act:
Authorizes McMaster University to collect the information on the forms indicated here and indicates understanding that the information collected will only be used for academic, administrative, employment-related, financial and/or statistical purposes of the University.
2. Confidentiality Statement:
Indicates your understanding of maintaining confidentiality of personal, social, health related, protected research and other classified information to which you may have access in the course of your employment at McMaster University.