

Hiring/Payroll Forms Submitted to Payroll - RETURNING Rep

Date - _____

Merchandising Rep - _____

Supervisor - _____

Jeffery's Website (Username) - _____

(Password) - _____

*Jeffery's Website:

Username – *reps first name + initial of last name*

Password – *must be 8 characters (include numbers + letters/do not use name)*

***If you have changes to your payroll information (address/bank account/tax forms) you will need to fill out the Employee Info Record &/or Tax Forms and submit.**

FORMS	SENT ✓
Seasonal In-Store/Service Rep Work Agreement Contract	
Employee Information Record & Tax Forms - Changes - YES or No (Circle)	
Orientation Checklist	
Job Specific Hazard Training - Safety Tips	
Access Forward & Ontario Human Rights Code - Confirmation of Training test (2 pgs)	
Travel b/w Stores - Drivers Licence/Insurance/Vehicle Authorization Application	

All forms above must be submitted to Kim Edmands via fax (1-866-706-6881) prior to reps start date.