

HIRING & PAYROLL FORMS for Submitting

RETURNING REPS

*Please include the Hiring/Payroll checklist form for 'RETURNING Reps' when submitting and check off where appropriate.

- 1) Seasonal In-Store Sales/Service Representative Work Agreement Contract*If unsure of current wage rate, email me!
- 2) Employee Information Record/ 2016 Tax Forms – indicate if any changes or not and if changes, submit forms.
- 3) Orientation Checklist
- 4) Job Specific Hazard Training
- 5) Access Forward & Ontario Human Rights Code Training – record of training (test)
 - Complete modules listed below (watch video or read). Answer test sheet, sign & date.
 - <http://www.accessforward.ca/> (do NOT do Transportation Standard)
 - <http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda>
- 6) Employment Standards Act in Ontario information sheet – give to rep
- 7) Travel between stores – Vehicle Authorization Application form & copy of updated driver's license and vehicle insurance.

If there are any forms from the previous year that I am missing for reps, I will let you know!

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

**Prior to sending in the payroll packages, please email me the names of your reps for the season (both new and returning). If you have not finished hiring everyone, just indicate that and email me later once you have. This way I know what packages to expect and for which Supervisor.

