

New Employee Information Sheet:

Company Name: _____

Employee Name _____

Address Street _____
Street _____
City _____
Postal Code _____

Social Insurance No: _____

Date of Birth: _____ **Male** ____ **Female** ____

Rate of Pay: _____

Include Vacation Pay in Pay: YES NO **Rate: 4% or** ____ **%**

Start Date: _____

Pay Period Type: (i.e. weekly, bi weekly) _____

Day PayPeriod Ends: (i.e. Fri, Sat, Sun etc) _____

Information Provided By: _____

Additional Information: _____
