

Work Study Hiring Checklist

Student Name:

Date:

Position:

Description	Completed	Comments
Student Employment Agreement – Work Study Program		
Temporary Employment Contract (TEC)		
Received void blank cheque or official direct deposit information		
TD1 - 2019		
TD1 BC - 2019		
Work Study Time Sheets		
2019 Payroll Schedule of deadline dates		
New Worker Health & Safety Online Orientation		https://forms.selkirk.ca/view.php?id=98571%22
Site Specific Safety Orientation Checklist		

All completed documentation must be sent to Financial Aid.

Contact information:

Denise Pappin – Financial Aid

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Local 21295

Work Study Form Descriptions

1. Student Employment Agreement – Work Study Program

This new form outlines the specific terms and conditions of employment so students know what is expected of them. Topics covered include submitting time sheets according to the payroll deadline dates, completing the Health & Safety Orientation, a confidentiality agreement, etc. Form is a fillable pdf.

2. Temporary Employment Contract (TEC)

Temporary employment means hiring an employee for a contracted period. The dates of employment, personal information, and banking information are all required for Payroll Department to initiate pay cheques and produce T4A's. The multi-part form is only available in paper at this time.

Note: a void blank cheque or official direct deposit information form completed by the student's financial institution must be attached to the TEC form.

3. TD1 – 2019

The TD1 – 2019 is a Canada Revenue Agency form to determine the student's tax deductions for the 2019 year. Form is a fillable pdf.

4. TD1 BC – 2019

The TD1 BC – 2019 is a British Columbia Personal Tax Credit form to determine the student's tax deductions for the 2019 year. Form is a fillable pdf.

5. New Worker Health & Safety Online Orientation

Selkirk's Health & Safety Department has created an online Health & Safety orientation. All new workers must complete the safety orientation and training BEFORE beginning to work. This is a requirement of WorkSafe BC legislation. Online link: <https://forms.selkirk.ca/view.php?id=98571%22>

6. Site Specific Safety Orientation Checklist

After the New Worker Health & Safety online orientation has been completed the new Work Study student must complete the Site Specific Safety Orientation Checklist with his/her supervisor.