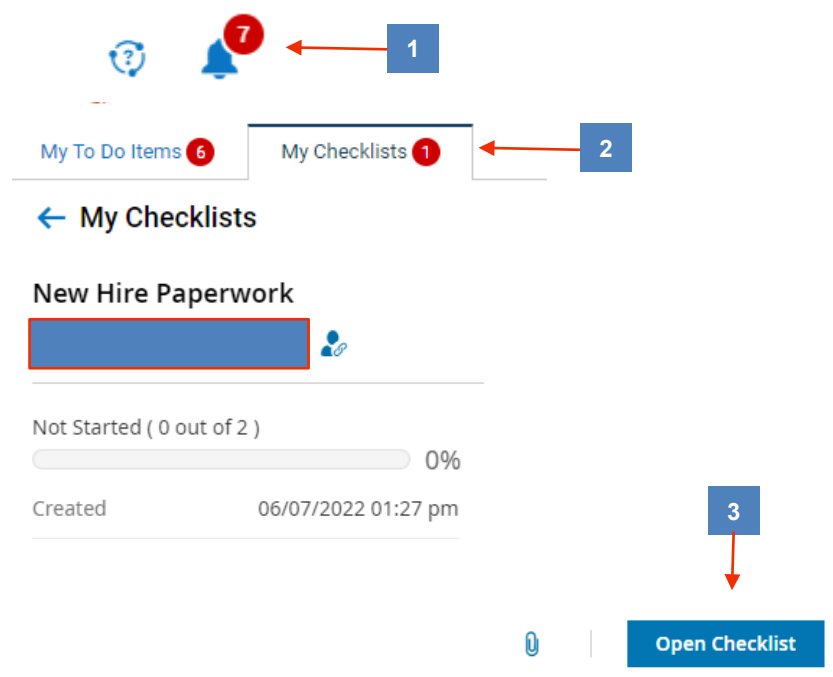


# 5 CHECKLISTS – COMPLETING NEW HIRE PAPERWORK CHECKLIST

**Objective** To learn how to navigate to and complete assigned New Hire Paperwork Checklist.

- ### Navigating & Completing Checklists
1. Click the **Mailbox Bell** icon to open the mailbox (top right corner of screen).
  2. Click the **My Checklist** tab.
  3. Click the **OPEN CHECKLIST** button.
  4. Click on the blue hyper link to open the form for review and completion.
  5. Review the form, complete as required and click **Sign** when finished which will prompt you to enter your Kronos login Password.
  6. Select **Submit** to send the form to Human Resources. Repeat steps 4 – 6 for the Direct Deposit Banking. Please upload a copy of a void cheque or Direct Deposit Banking Printout to the Direct Deposit Form Checklist Item.
- You will receive a notification email once the checklist is complete.*



Group #1 (2) 0% complete

- TD1 2022 Forms
- Direct Deposit Banking

TD1 2022 Forms

Complete all necessary fields as they pertain to your personal circumstances for all four pages of the Federal & Provincial tax forms > select **submit** when finished all four pages.

TD1 2022 Form > ← 4

← TD1 2022 Form

Complete all necessary fields as they pertain to your personal circumstances for all four pages of the Federal & Provincial tax forms > select **submit** when finished all four pages.

Effective From\*  
06/07/2022

Save Submit

6

Group #1

TD1 Form 2022

Page 1 of 4 111% Reset

Signature\* Sign ← 5

Group #1 (2) 0% complete

- TD1 2022 Forms
- Direct Deposit Banking

Direct Deposit Banking

Complete the Direct Deposit Form & upload a copy of a void cheque or direct deposit banking information printout

Direct Deposit Form >