

All on Board!

Checklist: What you must return to Human Resources

Please return to Human Resources the following information as soon as possible:

- 1 signed offer letter
- TD1 Tax form
- TD-ON Tax form (you **must** include your date of birth and Social Insurance Number*)
- Direct Deposit Form
- Void Cheque
- 1 signed copy of PAQ or PDF (**only** full time administrators or support staff)
- Official educational transcripts or evaluations (see offer letter for details)

NOTE – if Human Resources does not receive this information in a timely manner, your pay will be delayed and Information Technology access cannot be completed prior to your first day at Sheridan.

*If your SIN begins with the number 9, please submit your temporary work permit to a Human Resources staff member so that a copy can be made for your file