




VESTA

 VESTA		EMAIL:	Hourly Rate:		
		CELL:			
		Emergency Contact			
Employee Name:	Address:	DOB:			
Start Date:	Social Insurance Number SIN				
Item	Description	Process	Red'q	Done	Initial
1	Application/Resume				
2	Signed Employment Agreement				
3	Add to Employee Master List				
4	Payroll Documents	(TD1ON & TD1E)			
5	Request Key Fob from Bruno				
6	Birthday/Anniversary Calendar				
7	Obtain Copy of	Drivers License, Any Certifications			
8	Health & Safety Training 4 STEP				
9	WHMIS				
10	AODA Disability				
11	Violence & Harassment				
12	Email Address for Master List				
13	SPS Login as needed				
14	Computer Set Up				
15	Desk Phone & extension added				
16	Manulife Benefits Form				
17					