Steps to Hiring

It's time to hire but the list of things you'll need to do (Oh the paperwork!) is especially daunting. To help you out, here are the steps you should be aware of to make sure you're doing things right.

1) Get a Business Number or update the one you have by adding a Payroll account. You can do this by calling the Canada Revenue Agency at 1-800-959-5525
2) If you aren't set up as a Corporation, consider changing your registration through a lawyer
3) Define the job, create a job posting, post it somewhere, contact applicants, interview, offer the job (or consider hiring someone to do this for you)
4) Create a letter of offer (optional but recommended). This should include a description of the job duties, hours of work, salary, benefits, any probation periods, etc.
5) Have your new employee fill out the provincial and federal TD1 form on personal tax credits
6) Get contact information and emergency contact details. You'll also need to collect:
   a. Their SIN number
   b. Discuss how they will get paid (for example: collect a void cheque)
7) Most businesses will want to talk with their accountant on the following steps. If you want to do it yourself, make sure you familiarize yourself with your requirements on:
   a. Payroll deductions
   b. Income tax
   c. Canada Pension Plan (CPP)
   d. Employment Insurance
   e. Taxable Benefits
8) Read up on the employment rules:
   a. Alberta Employment Standards - Alberta's laws around minimum wage, overtime, holidays, job-protected leaves, vacations, hours of work, earnings, youth workers, and termination
   b. Occupational Health and Safety - laws that protect the safety of the workforce by establishing minimum standards for safe and healthy practices in Alberta workplaces. OHS enforces these laws through inspections, investigations and prosecutions.
9) Inform your new hire about their start date, start time, and dress code.
10) Get a WCB account or update your account to make sure the new employee is covered (some industries are exempt but most are required to have WCB coverage for staff)
11) Consider updating your insurance
12) Make sure you have plans for an employee's first week. How are you going to onboard them/ train them on what they need to know?
13) Start a file on your new hire. Collect:
    a. Employee Records- for example timesheets and performance evaluations
    b. Payroll Forms- for example T4 slips.

14) At the end of each year you will need to complete a T4 slip for each employee

15) When someone leaves or is let go of your company, you will need to create an ROE (Record of Employment).