

New Employee Setup Checklist (Canada)

The payroll and compliance steps for hiring your first employee.

Before Day One

- ☐ Get a Business Number (BN) with a payroll program account if you don't already have one
- ☐ Register for Workers' Compensation coverage (WSIB, WorkSafeBC, CNESST, etc.)
- ☐ Decide on pay frequency (weekly, biweekly, monthly)
- ☐ Choose a payroll provider or process

Paperwork

- ☐ Have the employee complete a TD1 (federal and provincial)
- ☐ Record the employee's SIN (within 3 days of their start date)
- ☐ Collect direct deposit information
- ☐ Confirm the employee's eligibility to work in Canada

Pay & Benefits

- ☐ Confirm minimum wage and overtime rules for your province
- ☐ Set up any benefits you're offering
- ☐ Decide on a vacation and sick leave policy (provincial minimums apply)

Ongoing

- ☐ Withhold and remit CPP, EI, and income tax on schedule
- ☐ File payroll remittances (PD7A) and the year-end T4 Summary
- ☐ Issue a T4 slip at year-end