

# How do you want to be paid?

Required

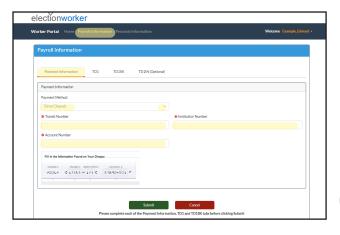
#### Option 1) Cheque



- 1 Click "Payroll Information" found in the top menu.
- 2 Click the "Payroll Information" tab.
- 3 Click the drop-down menu under "Payment Method".
- 4 Click "Cheque".
- 5 Click "TD1" to continue completing your Payroll Information.

#### OR

## **Option 2) Direct Deposit**



**Tip:** You may find the information needed to complete your Direct Deposit information on a blank cheque

- 1 Click "Payroll Information" found in the top menu.
- 2 Click the "Payroll Information" tab.
- 3 Click the drop-down menu under "Payment Method".
- 4 Click "Direct Deposit".
- 5 Click the blank space under "Transit Number" and type this information.
- 6 Click the blank space under "Institution Number" and type this information.
- 7 Click the blank space under "Account Number" and type this information.
- 8 Click "TD1" to continue completing your Payroll Information.



# Income Tax Forms (PAGE 1 of 3)

#### Required

### Complete your TD1 Required



- 1 Click "Payroll Information" found in the top menu.
- 2 Click the "TD1" tab.
- Read sections 1-12 of this page carefully, and type any amounts that apply to you.
- After completing sections 1-12, continue to carefully read the remaining sections:
  - More than one employer or payer at the same time
  - Total income les than total claim amount
  - For non-resident only
  - Deducation for lving in prescribed zone
  - Additional tac to be deducted
- 5 Complete the remaining sections by clicking "yes" or "no" and by typing the amounts that apply to you.
- After completing this form with information that is correct, click the check box beside "I certify that the information given on this form is correct and complete".
- 7 Click "TD1SK" to continue completing your Payroll Information.



# Income Tax Forms (PAGE 2 of 3)

#### Required

### Complete your TD1SK Required



- 1 Click "Payroll Information" found in the top menu.
- 2 Click the "TD1SK" tab.
- 3 Read sections 1-12 of this page carefully, and type any amounts that apply to you.
- 4 After completing sections 1-12, continue to carefully read the remaining sections:
  - More than one employer or payer at the same time
  - Total income les than total claim amount
- 5 Complete the remaining sections by clicking "yes" or "no" and by typing the amounts that apply to you.
- After completing this form with information that is correct, click the check box beside "I certify that the information given on this form is correct and complete".
- 7 Click "Submit" to complete your Payroll Information submission.

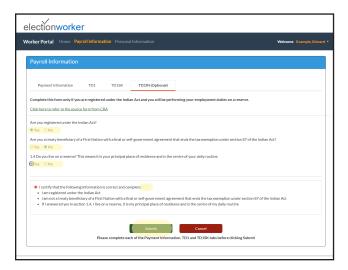


# Income Tax Forms (PAGE 3 of 3)

#### Required

#### Complete your TD1IN Optional

Please complete this form if you are registered under the Indian Act AND are working on a reserve.



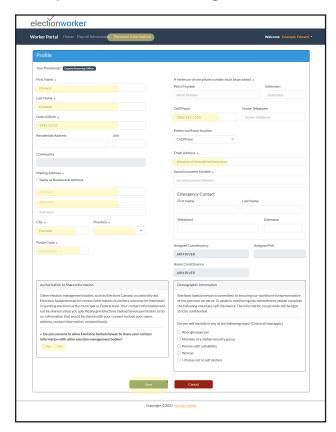
- 1 Click "Payroll Information" found in the top menu.
- 2 Click the "TD1SK" tab.
- Read sections 1-12 of this page carefully, and type any amounts that apply to you.
- After completing sections 1-12, continue to carefully read the remaining sections:
  - More than one employer or payer at the same time
  - Total income les than total claim amount
- 5 Complete the remaining sections by clicking "yes" or "no" and by typing the amounts that apply to you.
- After completing this form with information that is correct, click the check box beside "I certify that the information given on this form is correct and complete".
- 7 Click "Submit" after completing all Payroll Information sections.



# **Personal Information**

#### Required

## Complete the following:



- 1 Click "Personal Information" found in the top menu.
- 2 Complete the following manditory fields by clicking the blank area below it and typing your information:
  - First Name
  - Last Name
  - Date of Birth
  - Mailing Address
  - City
  - Province
  - Postal Code
  - A minimum of one (1) phone number
  - Email Address
  - Social Insurance Number

Please note: the mandidatory fields display a '  $\star$  ' including the following

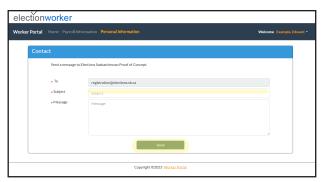
- 3 Complete all other sections at your own discretion.
- After completing this form with information that is correct, click "Submit" at the bottom of the screen.



# **Need Help? Contact ESK**

# Complete the following:





- 1 Click your name displayed in orange font found in the top right of your screen.
- 2 Click "Contact ESK".
- 3 Click the blank space beside the title "Subject" and type the subject of your message to ESK.
- 4 Click the blank space beside the title "Message" and type the message you would like to send to ESK.
- 5 Click "Submit".



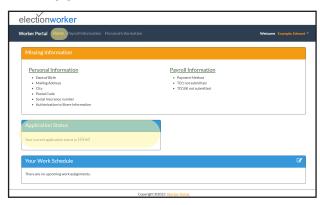
# **Find General Information**

### **Missing Information**



- 1 Click "Home" found in the top menu.
- Review any missing information from your profile listed under "Missing Information".
- Complete any missing information by navigating the sections listed.

# **Application Status**



- 1 Click "Home" found in the top menu.
- Find your current application status under "Application Status".

### **\*** Your Work Schedule



- 1 Click "Home" found in the top menu.
- 2 Find your current work schedule under "Your Work Schedule".