

First-employee preparation kit

Your first hire is a big step. This starter kit brings the practical setup tasks, employee details and first-week plan together before the first payday.

Business / team

Pay period / reporting period

Prepared by

Review / target date

Set up the employer

- ☐ Confirm the worker's status and applicable province of employment.
- ☐ Determine whether you need a CRA payroll program account.
- ☐ Set your pay schedule and review applicable employment standards.
- ☐ Arrange any required workplace insurance, safety and benefits processes.

Prepare for the employee

- ☐ Confirm the written employment terms and start date.
- ☐ Obtain and verify the SIN through a secure process.
- ☐ Obtain the applicable federal and provincial or territorial TD1 forms.
- ☐ Collect and verify payment instructions securely.

Prepare the first payday

- ☐ Assign equipment, system access and a first-week contact.
- ☐ Explain timesheets, leave requests and pay statements.
- ☐ Prepare the first payroll using approved hours and pay details.
- ☐ Confirm the payment plan, remittance schedule and recordkeeping process.

Outstanding actions / reviewer

An administrative starter kit, not an employment contract or legal assessment. Requirements vary by jurisdiction and circumstances; use the official links and qualified advice where needed.

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Your first hire is a big step. This starter kit brings the practical setup tasks, employee details and first-week plan together before the first payday.

Use the kit

1. Read the preparation guide and confirm which employer requirements apply to your business.
2. Assign an owner and target date to each setup task in the planner.
3. Collect sensitive identity and banking information through a secure channel, outside the general information form.
4. Complete the onboarding checklist and review the first payroll before payday.

Official Canadian references

[CRA: Set up a new employee](#)

[CRA: Determine if you need a payroll account](#)

[CRA: TD1 forms](#)

Inside the complete kit: this guide, editable employee information and onboarding forms, a first-week Excel planner, and the payroll-run checklist.