

Job Requisition System

for Grad Student Research Assistant Payments

Student Training Guide

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Introduction

Welcome to the Job Requisition System for Grad Studies. This system is designed to provide you with online access to your Grad Research job offers, and the ability to complete all your employee documentation for payment online.

To help get you paid on time, please complete all the Employee Documentation forms as soon as you receive your email notification that the offer is ready.

If you have any questions about the research job, contact your department directly. If you have questions about completing the Employee Documentation forms or payroll, contact human.resources@carleton.ca or 613-520-2600 ext. 3634.

Employee Login

To review your job offers, log in to Carleton Central and select the following tab:

- **New employees:** select 'Human Resources Services'
- **Returning employees:** select 'Employee Services'

Here, you can select "Review and Accept Job Offers".

If you have never worked for Carleton before and try to accept your position before getting documented, you will receive the following error message:

Review Job Offers

Congratulations on receiving your offer.
 Click review from the job requisition list to accept your offer.

Banner ID
100846299
Price, George

You have not submitted the Confidentiality Agreement form.
 You have not submitted the Mandatory Training form.
 You have not completed the Direct Deposit Details form.
 You have not completed the Biographical Information form. Missing Citizenship and/or Country of Citizenship field(s).
 You have not completed your Federal TD1 form. Please complete your TD1 details.
 Please submit all employee details to accept or reject the job offer.

Choose Requisition Status:
My Pending
Go

Requisition	Begin Date	End Date	Department	Job Title	Status	Action
881	01-SEP-16	31-DEC-16	Physics	Research Assistant - Type A	Financial Approval Completed	Review

[Confidentiality Agreement | Mandatory Training | Direct Deposit Details | Biographical Information | Set Up TD1]

If you have worked for Carleton in the past, please skip ahead to [‘Review Job Offers’](#).

New Employees

If you have never worked for the university before, you will need to complete the documentation process before you are able to review your job offer. Within the Human Resources Services tab, you will find the following forms, all of which are required to be set up as an employee:

- Confidentiality Agreement
- Mandatory Training Plan



- Direct Deposit Form
- Biological Information
- Federal and Provincial Tax Forms

Employee Documentation is required to receive payment. **Any delays in completing the forms will result in a delay in payment.** For a list of payment dates, review the *Upcoming Pay Date Schedule* online: <http://carleton.ca/hr/payroll-services/upcoming-pay-dates/>.

Documentation Package

Confidentiality Agreement

Confidentiality Agreement with Carleton University

I hereby acknowledge that I am employed in a position of trust and in the course of carrying out, performing and fulfilling my duties I will have access to and will be entrusted with confidential information concerning the business and/or employees of the University.

For good and valuable consideration I strictly covenant and agree that all confidential information of the University disclosed to me in connection with my employment shall be held in the strictest confidence and that I shall not, during my employment with Carleton University or at any time thereafter, communicate or disclose to any person, firm, organization, association or entity whatsoever other than Carleton University's qualified employees, any confidential information or other private affairs of the Employer. Nor shall I make use of such information for my personal use or benefit or for the use or benefit of any other person, firm, organization, association, University or entity whatsoever other than Carleton University, or assist others in so doing.

I Agree: ☐

Submit Changes

To move on to the next page, you will need to select the “I Agree” box. The “Submit Changes” button will become active once you have done so.

Confidentiality Agreement with Carleton University

I hereby acknowledge that I am employed in a position of trust and in the course of carrying out, performing and fulfilling my duties I will have access to and will be entrusted with confidential information concerning the business and/or employees of the University.

For good and valuable consideration I strictly covenant and agree that all confidential information of the University disclosed to me in connection with my employment shall be held in the strictest confidence and that I shall not, during my employment with Carleton University or at any time thereafter, communicate or disclose to any person, firm, organization, association or entity whatsoever other than Carleton University's qualified employees, any confidential information or other private affairs of the Employer. Nor shall I make use of such information for my personal use or benefit or for the use or benefit of any other person, firm, organization, association, University or entity whatsoever other than Carleton University, or assist others in so doing.

I Agree: ☒

Submit Changes

Mandatory Training

Mandatory Training Agreement with Carleton University

I hereby acknowledge that I am responsible for completing the following training no later than two weeks following my start date of employment with Carleton University:

Course
Worker Health and Safety Awareness Online Training
Workplace Violence and Harassment Training
AODA Accessibility for Ontarians with Disabilities Act
AODA - Employment Standard Training
AODA - Information and Communications Training

Once you have submitted your approval of the job offer, you will be able to complete your mandatory training at Carleton Central .

I Agree: ☐

Submit Changes

As with the Confidentiality Agreement, you will need to agree before you are able to move on.



Direct Deposit

Please enter your banking information here. It is important for payment that you ensure this information is accurate. When you are finished, select “Submit Changes” to move on to the next step.

Direct Deposit Details

Please provide your chequing account details below.

To setup Direct Deposit, enter the Financial Institution (3-digits), transit # (5-digits) and bank account number from your cheque or direct deposit authorization form.

Only one bank account can be setup online. If you would like to split payment into more than one account, bring your additional void cheque(s) or direct deposit authorization form(s) when you come to Human Resources to complete your documentation process. You can deposit your pay into up to three different accounts.

Transit Number

Financial Institution Number

Account Number

Biographical Information

You will be asked for the following:

- Biographical information: If it generates automatically, confirm that it is correct.
- Citizenship: If you select anything other than Canadian, you will be prompted for your Country of Citizenship.

When you are finished making changes and reviewing, select “Submit Changes”.

Biographical Information

Please enter the required information below.

Note: You can only update your Preferred Name in the Personal Information menu in Carleton Central.

You are required to submit the following information **in person** to Human Resources (located in 507 Robertson Hall) to complete the documentation process and to receive payment:

- Government Issued Photo ID with date-of-birth
- Original Social Insurance Number (SIN) document - includes SIN card, letters of SIN confirmation or a Canadian Tax Return
- Work/Study Permit - International students/employees only
- Void cheque or Direct Deposit Authorization Form

Please advise **Human Resources** if any of your personal information is incorrect.

If you have any questions or concerns please contact Human Resources at (613) 520-3634.

Banner ID

First Name

Last Name

Preferred First Name

Birth Date YYYY/MM/DD

Gender

Social Insurance Number

Citizenship ☐ Canadian ☐ Landed/Permanent Resident ☐ Student Visa ☐ Other Visa

Country of Citizenship



Setting up TD1 and TD1 ON

You will need to complete both the TD1 and TD1 ON tax forms. If you have questions about your tax forms, you can visit our FAQ page here <https://carleton.ca/hr/td1-faq/>

Please note that we are unable to advise you on how to fill out the forms. For assistance, contact a tax professional or the Canada Revenue Agency (CRA) <http://www.cra-arc.gc.ca/menu-eng.html>

Set Up TD1 Menu	
	Federal Personal Tax Credits Return (TD1 Form) Set up your Federal Personal Tax Credits Return.
	Ontario Personal Tax Credits Return (TD1ON Form) Set up your Ontario Personal Tax Credits Return.
RELEASE: 8.7	

TD1

On the TD1 Form, start with the Basic TD1 Information before filling in Credit Detail Records.

- Have you claimed tax credit amounts with another employer?
- Estimated Annual Income
- Are you requesting a tax exemption if eligible?
- Will you claim the Total Claim Amount on this return?

Update/Create January 2016 TD1 -- Federal return	
Personal Information	
ID:	100846299
Date of Birth:	May 19, 1992
Address:	1856 Arizona Avenue Ottawa, ON
Name:	Mr. Georgie Price
Country of Residence:	
Basic TD1 Information	
Have you claimed tax credit amounts with other employers?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Estimated Annual Income	
Are you requesting a tax exemption if eligible?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Will you claim the Total Claim Amount on this return?	<input type="radio"/> Yes <input checked="" type="radio"/> No

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2016, you cannot claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1, check this box and do not fill in the lines below. Enter the dollar amount of your total income for the year from all employers and payers.

If your annual income will be less than your total claim amount, you are eligible for a tax exemption (that is, payroll will not deduct tax from your earnings). Select "Yes" if you are requesting a tax exemption. If you are found not to be eligible for a tax exemption, the request will be declined and normal tax will be deducted from your earnings. Select "No" if you are not requesting a tax exemption even if you are eligible.

If you have more than one employer or payer and you have already claimed personal tax credit amounts on another return for 2016, you can choose not to claim them again. If 90% or more of your world income is taxable income in Canada in 2016, you can select "Yes".

Credit Detail Records		Instructions and Explanations	Claim Amount
Line #	Amount Description		
1	Basic amount	Every resident of Canada can claim this amount: \$11,474. If you will have more than one employer or payer at the same time in 2016, see "More than one employer or payer at the same time" on the next page. If you are a non-resident, see "Non-residents" on the next page.	\$11,474
2	Family caregiver amount for infirm children under age 18	Either parent (but not both), may claim \$2,121 for each infirm child born in 1999 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the family caregiver amount for that same child who is under age 18.	
3	Age amount	If you will be 65 or older on December 31, 2016, and your net income for the year from all sources will be \$35,927 or less, enter \$7,125. If your net income for the year will be between \$35,927 and \$83,427 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2016 Personal Tax Credits Return, and complete the appropriate section.	
4	Pension income amount	If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.	
5	Tuition and education amounts (full-time and part-time)	If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$400 for each month that you will be enrolled part time, plus \$20 per month for textbooks. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time.	
6	Disability amount	If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,001.	
7	Spouse or common-law partner amount	If you are supporting your spouse or common-law partner who lives with you, and whose net income for the year will be less than \$11,474 (\$13,595 if he or she is infirm) enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$11,474 or more (\$13,595 or more if he or she is infirm), you cannot claim this amount.	
8	Amount for an eligible dependant	If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be less than \$11,474 (\$13,595 if he or she is infirm) and you cannot claim the family caregiver amount for children under age 18 for this dependant enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$11,474 or more (\$13,595 or more if he or she is infirm), you cannot claim this amount.	
9	Caregiver amount	If you are taking care of a dependant who lives with you, whose net income for the year will be \$15,940 or less, and who is either your or your spouse's or common-law partner's - parent or grandparent (aged 65 or older), enter \$4,667 (\$6,788 if he or she is infirm) or - relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$6,788. If the dependant's net income for the year will be between \$15,940 and \$20,607 (\$15,940 and \$22,728 if he or she is infirm) and you want to calculate a partial claim, get Form TD1-WS, and complete the appropriate section.	
10	Amount for infirm dependant age 18 or older	If you support an infirm dependant age 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,807 or less, enter \$6,788. You cannot claim an amount for a dependant if you or anyone else has already claimed it on line 8 or 9. If the dependant's net income for the year will be between \$6,807 and \$13,595 and you want to calculate a partial claim, get Form TD1-WS, and complete the appropriate section.	
11	Amounts transferred from spouse or common-law partner	If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition, education and textbook amounts, disability amount on his or her income tax return, enter the unused amount.	
12	Amounts transferred from dependant	If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition, education, and textbook amounts on his or her income tax return, enter the unused amount.	
13	Total Claim Amount	This is the sum of the above claimed amounts. If you do not qualify or opt not to claim this amount will be 0	
14	Deduction for living in a prescribed zone	If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed zone for more than six months in a row beginning or ending in 2016, you can claim: 1 unit for every 30 days (approximately \$8.25 for each day) that you live in the prescribed zone, or 2 units for every 30 days (approximately \$16.50 for each day) that you live in the prescribed zone, if during that time you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction. Employees living in a prescribed intermediate zone can claim 50% of the total of the above amounts. For more information, get Form T2222, Northern Residents Deductions, and the publication T4039, Northern Residents Deductions - Places in Prescribed Zones.	
16	Reduction in tax deductions	You can ask for a reduction in tax deductions if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example: periodic contributions to a Registered Retirement Savings Plan (RRSP), child care or employment expenses, charitable donations, tuition and education amounts carried forward from the previous year). To make this request, complete Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your Tax Services Office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.	
17	Additional tax to be deducted	You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or Old Age Security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new TD1 form.	

Personal information is collected under the Income Tax Act and other applicable legislation to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at <http://www.cra.gc.ca/gncy/bp/nfr/nfr-eng.html>. Personal Information Bank CRA PPU 047.

It is a serious offense to make a false return.
I certify that the information given on this form is correct and complete.

☒ I accept.



Note that the information you provide on this form will affect the way that taxes are taken off your pay.

Read carefully through the Credit Detail Records and fill in any numbers that apply to you. Some of the Records have a + symbol next to them. They can be expanded to assist you with your calculations.

Example:

9	Caregiver amount	If you are taking care of a dependant who lives with you, whose net income for the year will be \$15,940 or less, and who is either your or your spouse's or common-law partner's: - parent or grandparent (aged 65 or older), enter \$4,667 (\$6,788 if he or she is infirm) or - relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$6,788. If the dependant's net income for the year will be between \$15,940 and \$20,607 (\$15,940 and \$22,728 if he or she is infirm) and you want to calculate a partial claim, get Form TD1-WS, and complete the appropriate section.		
0A	If you use column A, enter 1.			
1A	Base amount (Column A)			20607
2A	Your dependant's estimated net income for the year (Column A)			
3A	Line 1A minus line 2A (maximum \$4,667)			
4A	Enter the amount you claimed on line 8 of your TD1 form for this dependant.			
5A	Line 3A minus line 4A			
0B	If you use column B, enter 1.			
1B	Base amount (Column B)			22728
2B	Your infirm dependant's estimated net income for the year (Column B)			
3B	Line 1B minus line 2B (maximum \$6,788)			
4B	Enter the amount you claimed on line 8 of your TD1 form for this dependant.			
5B	Line 3B minus line 4B			
9	Enter this amount on line 9 of Form TD1.			
<input type="button" value="Calculate"/>				

When you are happy with your choices, select "I Accept". Look for the message "Your changes have been submitted" at the top of the form. This means that you have successfully saved the information entered into the form. Your tax information can be updated at any time by submitting new forms to Human Resources.

☒ Your changes have been submitted.

☒ IMPORTANT NOTE: Please contact your payroll personnel if you have any questions about the tax implication of your changes.

Update/Create January 2016 TD1 -- Federal return

Personal Information

ID:

Date of Birth:

Address:

Name:

Country of Residence:

Basic TD1 Information

Have you claimed tax credit amounts with other employers? ☐ Yes ☒ No

Estimated Annual Income

Are you requesting a tax exemption if eligible? ☐ Yes ☒ No

Will you claim the Total Claim Amount on this return? ☒ Yes ☐ No

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2016, you cannot claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1, check this box and do not fill in the lines below. Enter the dollar amount of your total income for the year from all employers and payers.

If your annual income will be less than your total claim amount, you are eligible for a tax exemption (that is, payroll will not deduct tax from your earnings). Select "Yes" if you are requesting a tax exemption. If you are found not to be eligible for a tax exemption, the request will be declined and normal tax will be deducted from your earnings. Select "No" if you are not requesting a tax exemption even if you are eligible.

If you have more than one employer or payer and you have already claimed personal tax credit amounts on another return for 2016, you can choose not to claim them again. If 90% or more of your world income is taxable income in Canada in 2016, you can select "Yes".

To return to the main TD1 page, select "Set up TD1" from the bottom toolbar.

☒ Personal information is collected under the Income Tax Act and other applicable legislation to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at <http://www.cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html>. Personal Information Bank CRA RPU 047.

It is a serious offense to make a false return.
I certify that the information given on this form is correct and complete.

[\[Confidentiality Agreement | Mandatory Training | Direct Deposit Details | Biographical Information | Set Up TD1 | Review Job \]](#)



TD1 ON

Filling out the TD1 ON form follows the same steps as filling out the TD1.

Update/Create January 2016 TD1 - Ontario return	
Personal Information	
ID:	100846299
Date of Birth:	May 19, 1992
Address:	1856 Arizona Avenue
Name:	Mr. Georgie Price
Country of Residence:	
Basic TD1 Information	
Have you claimed tax credit amounts with other employers?	<input type="radio"/> Yes <input type="radio"/> No
Estimated Annual Income	
Are you requesting a tax exemption if eligible?	<input type="radio"/> Yes <input type="radio"/> No
Will you claim the Total Claim Amount on this return?	<input type="radio"/> Yes <input type="radio"/> No

have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1ON for 2016, you cannot claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1ON, check this box and do not fill in the lines below. Enter the dollar amount of your total income for the year from all employers and payers.

If your annual income will be less than your total claim amount, you are eligible for a tax exemption (that is, payroll will not deduct tax from your earnings). Select "Yes" if you are requesting a tax exemption. If you are found not to be eligible for a tax exemption, the request will be declined and normal tax will be deducted from your earnings. Select "No" if you are not requesting a tax exemption even if you are eligible.

If you have more than one employer or payer and you have already claimed personal tax credit amounts on another return for 2016, you can choose not to claim them again. If 90% or more of your world income is taxable income in Canada in 2016, you can select "Yes".

Line #	Amount Description	Instructions and Explanations	Claim Amount
1	Basic amount	Every person employed in Ontario and every pensioner residing in Ontario can claim this amount: 10,011. If you will have more than one employer or payer at the same time in 2016, see "Will you have more than one employer or payer at the same time?" at the top of the page.	10011
2	Age amount	If you will be 65 or older on December 31, 2016, and your net income from all sources will be \$36,387, or less, enter \$4,888. If your net income for the year will be between \$36,387 and \$68,974 and you want to calculate a partial claim, get Form TD1ON-WS, Worksheet for the 2016 Ontario Personal Tax Credits Return, and complete the appropriate section.	
3	Pension income amount	If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,384, or your estimated annual pension income, whichever is less.	
4	Tuition and education amounts (full-time and part-time)	If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$539 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$161 for each month that you will be enrolled part time.	
5	Disability amount	If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,088.	
6	Spouse or common-law partner amount	If you are supporting your spouse or common-law partner who lives with you, and whose net income for the year will be \$850 or less, enter \$8,500. If his or her net income for the year will be between \$850 and \$9,350 and you want to calculate a partial claim, get Form TD1ON-WS, and complete the appropriate section.	
7	Amount for an eligible dependent	If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be \$850 or less, enter \$8,500. If his or her net income for the year will be between \$850 and \$9,350 and you want to calculate a partial claim, get Form TD1ON-WS, and complete the appropriate section.	
8	Caregiver amount	If you are taking care of a dependant who lives with you, whose net income for the year will be \$16,143 or less, and who is either your or your spouse's or common-law partner's: - parent or grandparent (aged 65 or older), or - relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$4,719. If the dependant's net income for the year will be between \$16,143 and \$20,862 and you want to calculate a partial claim, get Form TD1ON-WS, and complete the appropriate section.	
9	Amount for infirm dependant age 18 or older	If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,707 or less, enter \$4,719. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$6,707 and \$11,426 and you want to calculate a partial claim, get Form TD1ON-WS, and complete the appropriate section.	
10	Amounts transferred from spouse or common-law partner	If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.	
11	Amounts transferred from dependant	If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition and education amounts on his or her income tax return, enter the unused amount.	
12	Total Claim Amount	This is the sum of the above claimed amounts. If you do not qualify or opt not to claim this amount will be 0	
14	Reduction in tax deductions	You can ask for a reduction in tax deductions if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example: periodic contributions to a Registered Retirement Savings Plan (RRSP), child care or employment expenses, charitable donations, tuition and education amounts carried forward from the previous year). To make this request, complete Form T1215, Request to Reduce Tax Deductions at Source, to get a letter of authority from your Tax Services Office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.	
15	Additional tax to be deducted	If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.	

Personal information is collected under the Income Tax Act and other applicable legislation to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at <http://www.cra.gc.ca/gncy/tb/nfsrc/nfsrc-eng.html>, Personal Information Bank CRA PPU 047.

It is a serious offense to make a false return.
I certify that the information given on this form is correct and complete.

☐ I accept.

When you are finished filling out both forms, you are finished the documentation process and can move on to reviewing your job offer.



Review Job Offers

If you have finished the documentation process, or if you have previously worked for the university, you will be able to go directly to the Review Job Offers page.

If you just completed your documentation, you will now have a message letting you know that “All required information has been entered”.

Review Job Offers

Congratulations on receiving your offer.
Click review from the job requisition list to accept your offer.

Banner ID 100846299 Price, Georgie

All required information has been entered. Please review the job(s) below to accept or reject the offer. Please note that when you have accepted your job offer you must bring the following documentation to Human Resources (located in 507 Robertson Hall):

- Government Issued Photo ID with date-of-birth
- Original Social Insurance Number (SIN) document - includes SIN card, letters of SIN confirmation or a Canadian Tax Return
- Work/Study Permit - international students/employees only
- Void cheque or Direct Deposit Authorization Form

Choose Requisition Status:

Requisition	Begin Date	End Date	Department	Job Title	Status	Action
881	01-SEP-16	31-DEC-16	Physics	Research Assistant - Type A	Financial Approval Completed	<input type="button" value="Review"/>

[Confidentiality Agreement | Mandatory Training | Direct Deposit Details | Biographical Information | Set Up TD1]

Job Payment Page

On the Job Payment Page, you will be able to review the details of the job you have been offered, including the dates and the amount due.

Job Payment Page

Instructions

- Review the information below
- Select the appropriate item from the "Do you accept the position as defined here" dropdown
- Enter a comment (optional unless you select "please correct errors")
- Select "Submit"

Click "Return to List" to go back to the list of requisitions.

[RETURN TO LIST](#)

Requisition Number: 881 (Type 7--Res. Asst. Type A)
Department: 178--Physics
Position: 005178--Research Assistant - Type A
Candidate:

Begin Date (YYYY/MM/DD) 2016/09/01
End Date (YYYY/MM/DD) 2016/12/31
Total Amount Due: 8,000.00

Review the details on this page and indicate your acceptance (or not) of the position as described. Include any explanatory comments.

Do you accept the position as defined here? -- Select --

Comments:

You will also be given the question “Do you accept the position as defined here?” with three options:

- Yes – the job has been accepted and will be sent to Payroll.
- Please Correct Errors (noted in my comments) – the job will be returned to the Grad Studies department.
- No – I am unable to accept this position – Grad Studies will be notified that the position was declined.

Once a decision has been made, no outstanding offers will be on the Job Requisition home page:

Review Job Offers

Congratulations on receiving your offer.
 Click review from the job requisition list to accept your offer.

Banner ID

You have no more pending job offers to approve.

Choose Requisition Status: My Pending

Requisition	Begin Date	End Date	Department	Job Title	Status	Action
No data available in table						

RELEASE: 8.10.1

Note that you can look at previous requisitions you have already accepted by changing the requisition status to ‘All Job Offers’.

Choose Requisition Status: All Job Offers

Requisition	Begin Date	End Date	Department	Job Title	Status	Action
2591	01-SEP-2017	31-DEC-2017	Mathematics & Statistics	Research Assistant - Type A	Financial Approval Completed	Review
2592	01-JAN-2018	30-APR-2018	Mathematics & Statistics	Research Assistant - Type A	Financial Approval Completed	Review

Assigning your pay to your tuition

To assign your pay to your tuition, please contact Student Accounts at student_accounts@carleton.ca or phone: 613-520-2600 ext. 3626

Contact information

Questions related to:

- The offer for your Research job, please contact the department directly
- Employee Documentation process or payments, please contact Human Resources at human.resources@carleton.ca or 613-520-2600 ext. 3634.