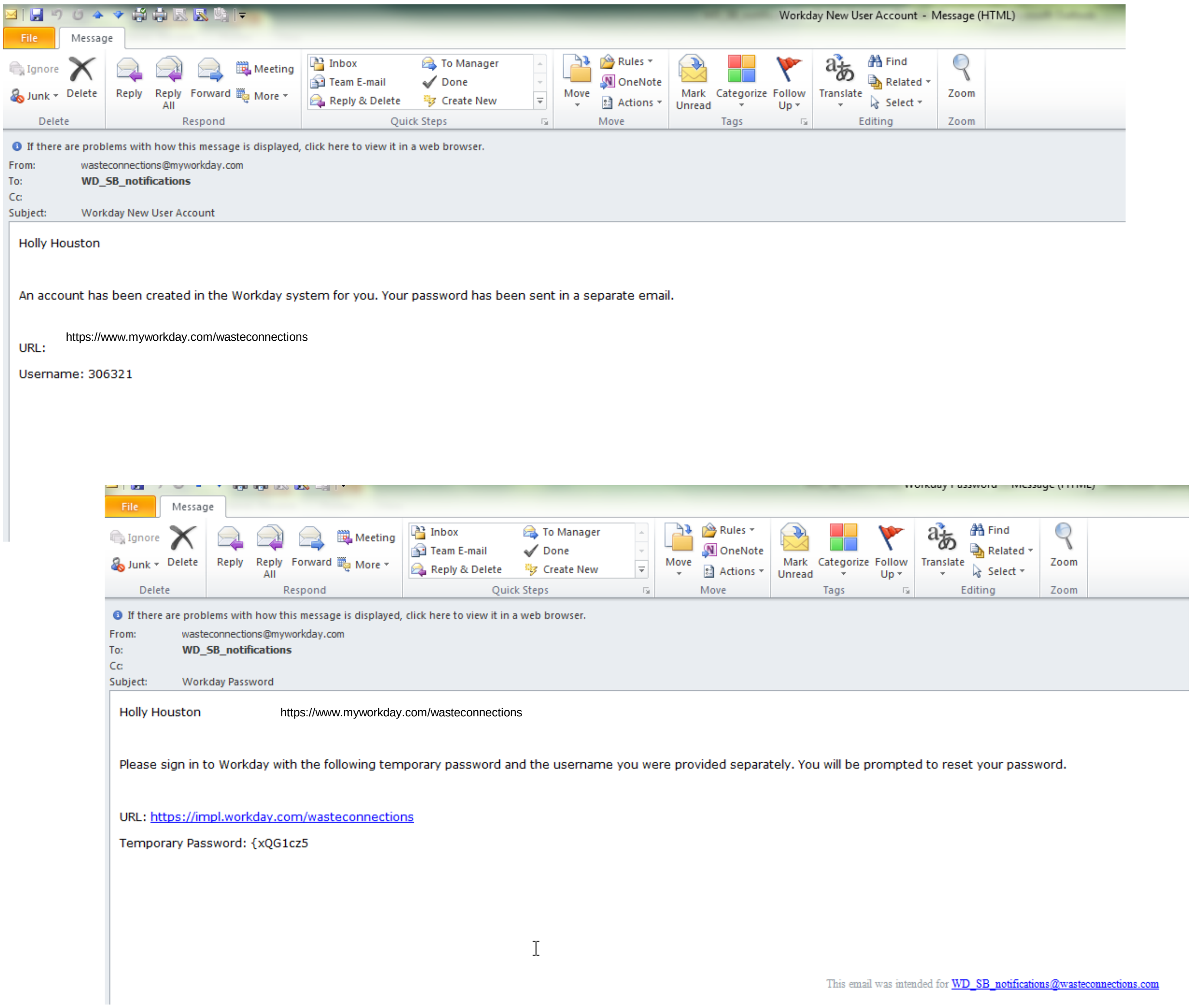
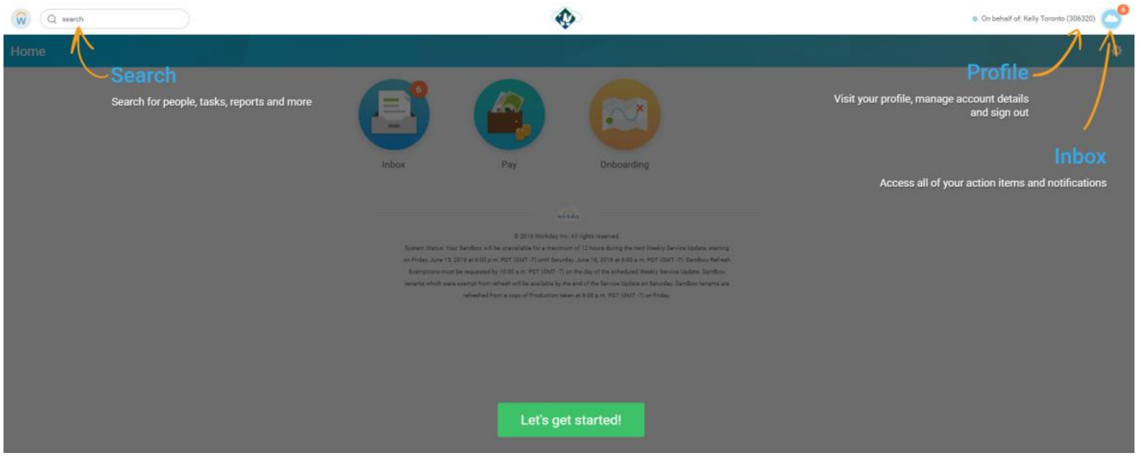
Employee Onboarding in Workday - Canada

After you are hired, you will receive an email with information about your Workday user account. A second email is sent with your temporary password along with the link to login at https://www.myworkday.com/wasteconnections

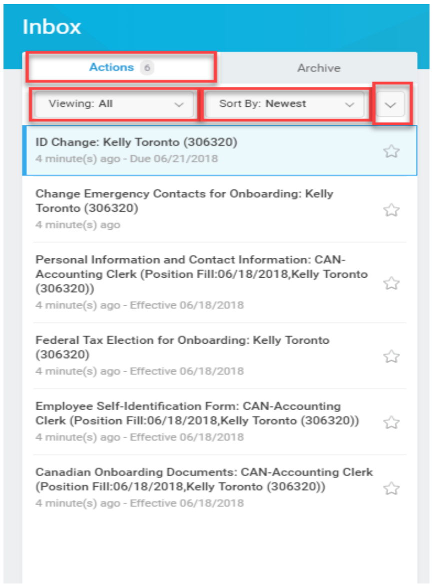
If you have any issues logging, please call 877-772-2500 or email helpdesk@wcnx.org



View the Required Onboarding



Tasks in the Inbox



1. At initial login, arrows are pointing to the Search bar as well as the My Account button to access the Employee Profile and Inbox. Click **Let's get started!**

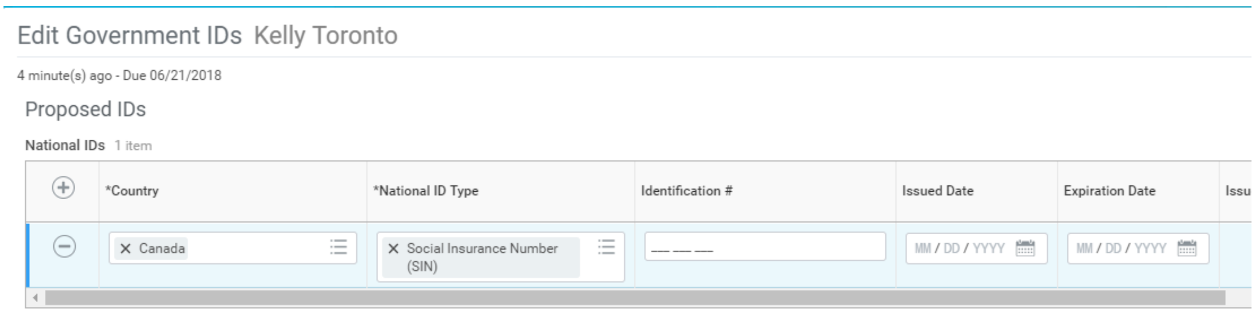
2. Access the inbox by clicking the **Inbox Worklet** or the **My Account** button in the upper right corner. Both will reflect the number of tasks currently in the inbox.

3. The inbox has two tabs: Actions tab and the Archive tab. The Actions tab shows all tasks in the inbox. It contains the Viewing filter which allows you to view all, favorite, overdue or special tasks and an Edit Filters button which can be used to make custom filters for your inbox. It also contains the Sort By filter which filters tasks from newest, oldest, or due date as well as a refresh button which can be used to manually update your inbox. The Archive tab houses completed tasks.

Edit Government IDs

From Inbox:

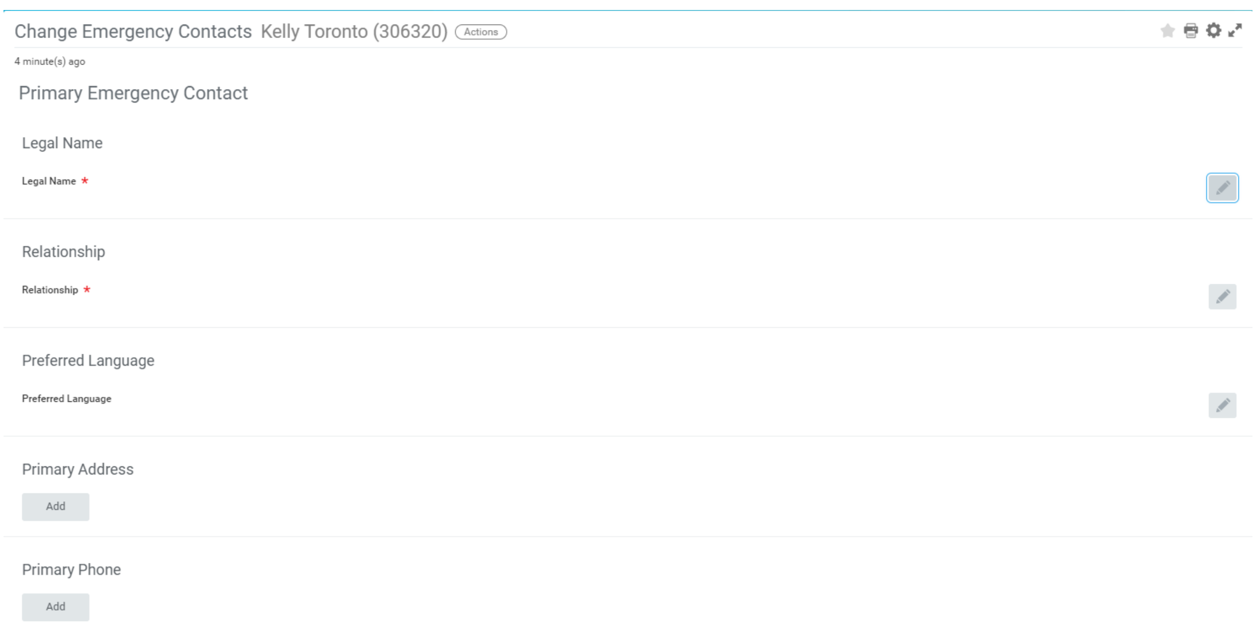
4. Click the **Edit Government IDs** task in the inbox. It may already appear on your screen. Click to insert a new line (if needed) and complete all applicable fields. Click the **prompt** icon to select Canada and Social Insurance Number. This field may already be populated due to an acquisition or if you are a re-hire. Once done or if pre-populated, click **Submit.**



Change Emergency Contacts

From the Inbox:

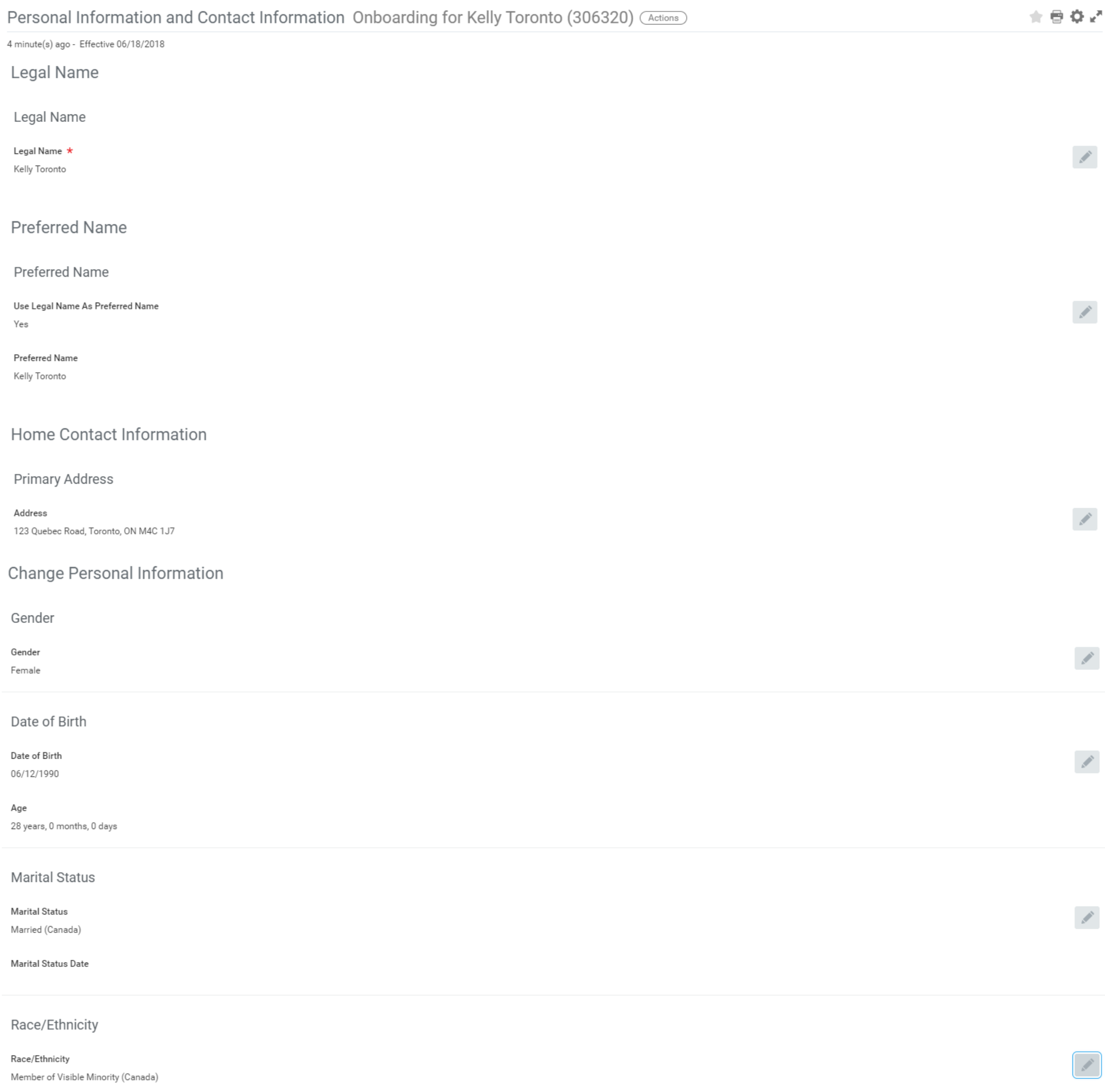
1. Click on the **Change Emergency Contacts To Do**.
2. Click the **edit** icon and complete all required and applicable fields**.** Once done, click **Submit.**



Personal Information and Contact Information

From the Inbox:

1. Click the **Personal Information and Contact Information task**.
2. Click the edit icon complete all required and applicable fields. Once done, click **Submit**


Personal Information and Contact Information Onboarding for Kelly Toronto (306320) Actions

4 minute(s) ago - Effective 06/18/2018

Legal Name

Legal Name

Legal Name *
Kelly Toronto

Preferred Name

Preferred Name

Use Legal Name As Preferred Name
Yes

Preferred Name
Kelly Toronto

Home Contact Information

Primary Address

Address
123 Quebec Road, Toronto, ON M4C 1J7

Change Personal Information

Gender

Gender
Female

Date of Birth

Date of Birth
06/12/1990

Age
28 years, 0 months, 0 days

Marital Status

Marital Status
Married (Canada)

Marital Status Date

Race/Ethnicity

Race/Ethnicity
Member of Visible Minority (Canada)

Note: ***Address, gender, and date of birth required to receive benefits.***

Federal Tax Election

From the Inbox:

1. Click on the **Federal Tax Election.**
2. Enter all required and applicable information. Once done click **Submit.**

Complete Federal Withholding Elections

4 minute(s) ago - Effective 06/18/2018

Company	Waste Connections of Canada Inc.
Effective Date	06/18/2018
Name	Kelly Toronto
Social Insurance Number	152 484 512
Home Address	123 Quebec Road Toronto, ON M4C 1J7 Canada

TD1 Data

Basic personal amount: 11,809

Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2018, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.

Canada caregiver amount for infirm children under age 18: 0

Either parent (but not both), may claim $2,182 for each infirm child born in 2001 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 Canada caregiver amount for that same child who is under age 18.

Age amount: 0

If you will be 65 or older on December 31, 2018, and your net income for the year from all sources will be $36,976 or less, enter $7,333. If your net income for the year will be between $36,976 and $85,863 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2018 Personal Tax Credits Return, and fill in the appropriate section.

Pension income amount: 0

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.

Tuition (full time and part time): 0

If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.

Amounts transferred from a dependant: 0

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 amount on his or her income tax return, enter the unused amount.

TOTAL CLAIM AMOUNT: 11,809

Add lines 1 to 12.
Your employer or payer will use this amount to determine the amount of your tax deductions.

More than one employer or payer at the same time: ☐

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 2018, 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, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount: ☐

Check this box if your total income for the year from all employers and payers will be less than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Deduction for living in a prescribed zone: 0

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed northern zone for more than six months in a row beginning or ending in 2018, you can claim:
- $11.00 for each day that you live in the prescribed northern zone; or
- $22.00 for each day that you live in the prescribed northern 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, go to canada.ca/taxes-northern-residents.

Additional tax to be deducted: 0.00

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, fill out a new Form TD1.

I certify that the information given on this form is correct and complete. * ☐

Employee Self-Identification Form

From the Inbox:

1. Click on the **Employee Self-Identification Form.**
2. Once the document has been completed and applicable boxes have been checked, click **Submit.**

Complete Questionnaire 'Employee Self Identification Form-Canada' for Onboarding for Kelly Toronto (306320) Actions

4 minute(s) ago - Effective 06/18/2018

Employee Self Identification Form-Canada

- This form is designed to collect information on the composition of the Public Service workforce to comply with legislation on employment equity and to facilitate the planning and implementation of employment equity activities. Your response is **voluntary** and you may identify in more than one designated group.
- The information you provide will be used in compiling statistics on employment equity in the federal Public Service. With your consent, it may also be used by the employment equity coordinator of your department for human resource management purposes. This includes referral for training and developmental assignments and, in the case of persons with disabilities, facilitating appropriate accommodation in the workplace.
- Employment equity information will be retained in the Employment Equity Data Bank (EEDB) of the Treasury Board Secretariat and its confidentiality is protected under the *Privacy Act*. You have the right to review and correct information about yourself and can be assured that it will not be used for unauthorised purposes.

FAQs

Why is this information being collected?
The information is being collected to help Waste Connections identify any under-representation of designated groups (compared to external availability) in our various occupations and levels. This will help us target our efforts to address any barriers that may inhibit hiring or advancement that is not based on qualifications or ability.

Why do I need to complete this questionnaire if I'm not a member of a designated group?
Even if you are not a designated group member, you are helping the organization to be an equitable workplace for all employees. By providing your information, you will enable us to determine how the composition of our workforce compares to the workforce in our area.

Will my information be kept confidential?
Yes. The information you provide is protected by the Privacy Act. Also, the Employment Equity Act states that self-identification information can only be used for employment equity purposes, and your information will be kept separate from your personnel file.

How can I correct, change or access information about myself?
You can change information about yourself by completing a new questionnaire (available from Human Resources), and also access your information.

Can anyone else identify me?
No. You are responsible for your own identification. By law, this information cannot be provided by your manager, your supervisor or your colleagues, unless you authorize them to do so.

What if I have been accommodated because of my disability (e.g. special computer). Should I still identify as a person with a disability?
Yes, even if you have been accommodated in the workplace, you should still self-identify as a person with a disability.

Who will see my information?
The Employment Equity Act states that self-identification data collected by an employer is confidential and can be used only for the purpose of implementing the employer's obligations under the Employment Equity Act. At Waste Connections of Canada, we have assigned an Employment Equity Officer who will input data and produce aggregate reports.

Do I have to complete this?
This questionnaire must be completed. However, answering the questions is voluntary and you may select Opt Out.

An Aboriginal person is a is a North American Indian, or a member of a First Nation or who is Métis, or Inuit.

Are you an Aboriginal person? (Required)

- ○ Yes
- ○ No
- ○ Opt Out
- ● None of the above

Are you a woman? (Required)

- ○ Yes
- ○ No
- ○ Opt Out
- ● None of the above

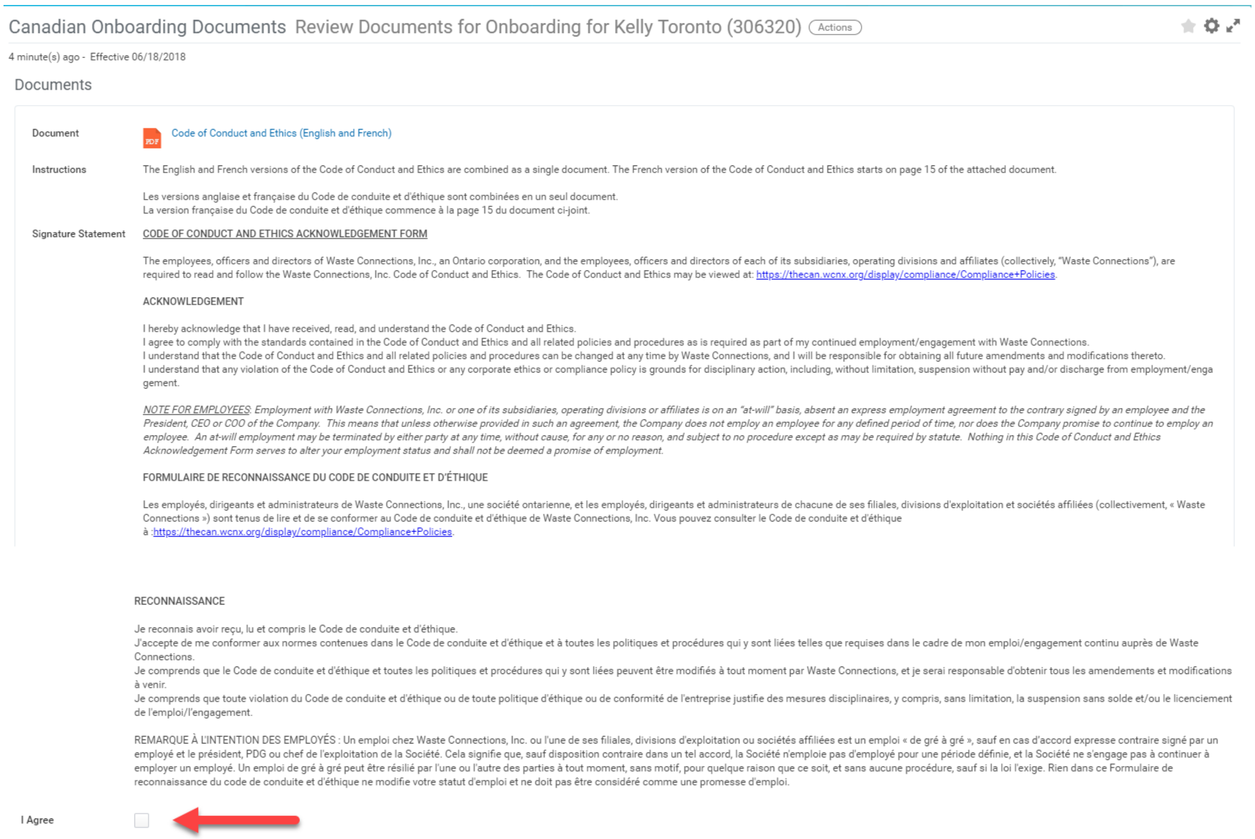
I do not identify with any of the groups above. (Required)

- ○ I agree with the statement
- ○ I do not agree with the statement
- ● None of the above

Canadian Onboarding Documents

From the Inbox:

3. Click on the **Canadian Onboarding Documents To Do.**
4. Click on each of the document links to open the document(s). Thoroughly review the document(s)and when done click on the **I Agree** checkbox. Once the document(s) have been reviewed and agreement boxes have been checked, click **Submit.**



Canadian Onboarding Documents Review Documents for Onboarding for Kelly Toronto (306320) Actions

4 minute(s) ago - Effective 06/18/2018

Documents

Document: Code of Conduct and Ethics (English and French)

Instructions: The English and French versions of the Code of Conduct and Ethics are combined as a single document. The French version of the Code of Conduct and Ethics starts on page 15 of the attached document.

Les versions anglaise et française du Code de conduite et d'éthique sont combinées en un seul document.
La version française du Code de conduite et d'éthique commence à la page 15 du document ci-joint.

Signature Statement: CODE OF CONDUCT AND ETHICS ACKNOWLEDGEMENT FORM

The employees, officers and directors of Waste Connections, Inc., an Ontario corporation, and the employees, officers and directors of each of its subsidiaries, operating divisions and affiliates (collectively, "Waste Connections"), are required to read and follow the Waste Connections, Inc. Code of Conduct and Ethics. The Code of Conduct and Ethics may be viewed at: https://thecan.wcnx.org/display/compliance/Compliance+Policies.

ACKNOWLEDGEMENT

I hereby acknowledge that I have received, read, and understand the Code of Conduct and Ethics.
I agree to comply with the standards contained in the Code of Conduct and Ethics and all related policies and procedures as is required as part of my continued employment/engagement with Waste Connections.
I understand that the Code of Conduct and Ethics and all related policies and procedures can be changed at any time by Waste Connections, and I will be responsible for obtaining all future amendments and modifications thereto.
I understand that any violation of the Code of Conduct and Ethics or any corporate ethics or compliance policy is grounds for disciplinary action, including, without limitation, suspension without pay and/or discharge from employment/engagement.

NOTE FOR EMPLOYEES: Employment with Waste Connections, Inc. or one of its subsidiaries, operating divisions or affiliates is on an "at-will" basis, absent an express employment agreement to the contrary signed by an employee and the President, CEO or COO of the Company. This means that unless otherwise provided in such an agreement, the Company does not employ an employee for any defined period of time, nor does the Company promise to continue to employ an employee. An at-will employment may be terminated by either party at any time, without cause, for any or no reason, and subject to no procedure except as may be required by statute. Nothing in this Code of Conduct and Ethics Acknowledgement Form serves to alter your employment status and shall not be deemed a promise of employment.

FORMULAIRE DE RECONNAISSANCE DU CODE DE CONDUITE ET D'ÉTHIQUE

Les employés, dirigeants et administrateurs de Waste Connections, Inc., une société ontarienne, et les employés, dirigeants et administrateurs de chacune de ses filiales, divisions d'exploitation et sociétés affiliées (collectivement, « Waste Connections ») sont tenus de lire et de se conformer au Code de conduite et d'éthique de Waste Connections, Inc. Vous pouvez consulter le Code de conduite et d'éthique à :https://thecan.wcnx.org/display/compliance/Compliance+Policies.

RECONNAISSANCE

Je reconnais avoir reçu, lu et compris le Code de conduite et d'éthique.
J'accepte de me conformer aux normes contenues dans le Code de conduite et d'éthique et à toutes les politiques et procédures qui y sont liées telles que requises dans le cadre de mon emploi/engagement continu auprès de Waste Connections.
Je comprends que le Code de conduite et d'éthique et toutes les politiques et procédures qui y sont liées peuvent être modifiés à tout moment par Waste Connections, et je serai responsable d'obtenir tous les amendements et modifications à venir.
Je comprends que toute violation du Code de conduite et d'éthique ou de toute politique d'éthique ou de conformité de l'entreprise justifie des mesures disciplinaires, y compris, sans limitation, la suspension sans solde et/ou le licenciement de l'emploi/l'engagement.

REMARQUE À L'INTENTION DES EMPLOYÉS : Un emploi chez Waste Connections, Inc. ou l'une de ses filiales, divisions d'exploitation ou sociétés affiliées est un emploi « de gré à gré », sauf en cas d'accord expresse contraire signé par un employé et le président, PDG ou chef de l'exploitation de la Société. Cela signifie que, sauf disposition contraire dans un tel accord, la Société n'emploie pas d'employé pour une période définie, et la Société ne s'engage pas à continuer à employer un employé. Un emploi de gré à gré peut être résilié par l'une ou l'autre des parties à tout moment, sans motif, pour quelque raison que ce soit, et sans aucune procédure, sauf si la loi l'exige. Rien dans ce Formulaire de reconnaissance du code de conduite et d'éthique ne modifie votre statut d'emploi et ne doit pas être considéré comme une promesse d'emploi.

I Agree