



Ending Employment Checklist

Thanks for all of your hard work. We wish you the best of luck for the future!

Please complete this checklist prior to finishing your employment with Banff Caribou Properties.

Tell your Manager

- Let them know in writing with a minimum of two weeks before your intended final day of work.
 - Failure to do this may impact your chances of success when applying for future roles at other BCPL locations.

Return all company property

- This includes all uniform, your Staff ID Card, transit pass, float (where applicable) and any other company property to your Manager on or before your final day of work.

Notify the Employee Housing Team as soon as possible

- It is your responsibility to complete the Check-Out Cleaning Checklist (see your employee housing communal notice board) in time for your final room inspection.
- You should vacate your employee housing within 24 hours of your final shift.

Arrange your final payment

- Your final pay will be issued after your last day of work in the normal pay cycle.
 - Deductions will be taken out to cover any outstanding pre-authorized payments.
- It will be deposited into the same Canadian bank account that you have used while employed with BCPL. Please keep your bank account open until your final payroll is received.
 - You can prearrange a closing date for your bank account with your bank if you are leaving Canada at the end of your employment.

Access your pay information at a later date

- Your bi-weekly pay statements and T4s will continue to be available to you in Dayforce for two years after your final day of work.
 - Your log-in details will stay the same.

View your Record of Employment

- When your employment ends, BCPL will submit an ROE to Service Canada electronically.
 - Visit canada.ca and sign up for a My Service Canada account to view and print ROEs.

Need help?

If you have any questions please contact Human Resources by phone 1 403 760 8521 or email hr@bestofbanff.com and we will be happy to assist!