

PNE FAIR - Rollerland Info Sheet for IATSE 118

VENUE:

PNE Rollerland

CHECK IN LOCATION:

Rollerland's South Loading dock door. See map for location.

CHECK IN PROCEDURE:

Please report to Check In Location at the start of your call time.

Find the IATSE Head Carpenter or PRP Staff person at the Check In Location.

CHECK OUT PROCEDURE:

Please return to the Check in Location and confirm your out time with the IATSE Head Carpenter or PRP Staff Person at the end of your call

PAYROLL:

All PNE Fair work is paid directly from the PNE Accounting department.

EMPLOYEE INFORMATION RECORD FORMS

- All new employees need to fill out a PNE HIRING FORM.
- Any returning employees who have a change of address need to fill out a PNE CHANGE FORM.

TAX FORMS

- New Employees only need to fill these out if they would like more or less than the basic tax deducted.
- There is one Federal and one Provincial Form.

PAYMENT METHODS

- The PNE now has mandatory direct deposit. Employees need to scan a copy of a void cheque (or a direct deposit statement from the bank) and email it to pnepayroll@pne.ca. They should ensure that their full name is either on the cheque or in the email. Alternately, they can complete a PNE CHANGE FORM and attach the void cheque and mail or drop off to PNE Payroll Office. Cheques would only be produced in extenuating circumstances.

PNE Payroll Office Hours

- Monday - Friday 9am - 4:30pm
- During Fair, open every day 9am - 4:30pm

PAY STUBS

- Pay statements are available online at <https://tw11.ultipro.ca>. See handout for steps. Employee numbers will be provided. Alternatively, can be printed and picked up at payroll office by request.

WORK CALL DRESS CODE:

MANDATORY: Steel Toed Footwear, Safety Vest, and Hard Hat.

Recommended: Gloves, Long Pants, Water bottle.

SHOW CALL DRESS CODE:

see your supervisor

ADDITIONAL NOTES:

PARKING:

- During the Load in and Load out of the Fair, Free Parking is available in Lot #6, North of the Coliseum. Enter off Renfrew.

- During the Fair, No free parking is available.

SMOKING

- The PNE is a NON SMOKING public park.