

## PNE FAIR - Garden Auditorium Info Sheet for IATSE 118

### VENUE:

PNE Garden Auditorium

### CHECK IN LOCATION:

Garden Auditorium West 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](mailto: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

**ADDDITIONAL 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.