

# Hiring your first employee:

## Dental practice pre-hire checklist

Bringing on your first employee is a big step for any dental practice. Before day one, use this checklist to make sure nothing gets missed as you prepare to hire and pay your first team member.



### 1. CRA and compliance

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| <ul style="list-style-type: none"> <li>Register for a CRA payroll account (RP number)</li> <li>Register with your provincial workers' compensation board</li> <li>Determine your CRA remittance schedule</li> <li>Set up how you'll send payroll taxes to the CRA</li> <li>Confirm your province's current minimum wage</li> </ul> | <ul style="list-style-type: none"> <li>Confirm overtime rules, including any daily thresholds</li> <li>Check whether provincial payroll taxes apply</li> <li>Check your province's new hire reporting requirement</li> <li>Confirm which stat holidays your business has to observe</li> </ul> |
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### 2. Payroll setup

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| <ul style="list-style-type: none"> <li>Set pay frequency and confirm it meets provincial requirements</li> <li>Decide how you will run payroll (manual, accountant, or software)</li> <li>Confirm ROE (Record of Employment) process is in place</li> <li>Give your accountant access to payroll records</li> </ul> | <p>If using software:</p> <ul style="list-style-type: none"> <li>Ensure statutory holidays are set correctly</li> <li>Confirm tax calculations (CPP, EI, income tax) are automated</li> </ul> <hr/> <p>If running manually:</p> <ul style="list-style-type: none"> <li>Bookmark the CRA <a href="#">payroll deductions calculator</a></li> <li>Set a recurring reminder for remittance deadlines</li> </ul> |
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### 3. New hire information

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| <ul style="list-style-type: none"> <li>Determine employee or contractor status</li> <li>Get advice on associate dentist classification if unsure</li> <li>Put a written employment agreement in place</li> <li>Have your agreement reviewed by an employment lawyer</li> <li>Collect TD1 forms (federal and provincial)</li> </ul> | <ul style="list-style-type: none"> <li>Collect SIN, legal name, and current address</li> <li>Collect banking details for direct deposit</li> <li>Record hire date and date of birth</li> <li>Confirm vacation entitlement and paid time off</li> </ul> |
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### Optional (but recommended)

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| <ul style="list-style-type: none"> <li>Separate payroll into its own bank account for clarity and cash flow management</li> </ul> | <ul style="list-style-type: none"> <li>Use payroll software to automate calculations, CRA remittances, and year-end reporting (tools like Wagepoint can handle this in the background)</li> </ul> |
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You don't need to have everything figured out, but the right foundation makes a big difference. Wagepoint can help you run payroll, handle CRA remittances, and stay compliant without the manual work.

[Learn more and explore Wagepoint here ›](#)