

# UNBC EMPLOYEE INFORMATION FORM

The purpose of this form is to ensure accurate and up-to-date employee information is kept on file and will be used for internal purposes only. The information contained herein will be held in the strictest of confidence. Any changes to current information are to be recorded on this form in the appropriate section(s).

ACADEMIC SERVICES  CUPE  DIRECTORS & EXECUTIVE  EXEMPT  FACULTY  STUDENTS

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_  
(HR to complete)

## NEW HIRE INFORMATION:

(This section only to be completed upon hire)

Mr.  Mrs.  Miss  Ms.  Dr.

Please state legal name as listed on government-issued documentation

Legal First Name \_\_\_\_\_

Legal Last Name \_\_\_\_\_

Legal Middle Name \_\_\_\_\_

Preferred First Name \_\_\_\_\_

SIN: \_\_\_\_\_

Birthdate: \_\_\_\_\_  
(mm/dd/yr)

## ADDRESS:

New  Change

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: (day): \_\_\_\_\_

(eve): \_\_\_\_\_

## NAME CHANGE: (Please attach a copy of proof of legal name change)

New Legal First Name: \_\_\_\_\_ Previous Legal Name: \_\_\_\_\_

New Legal Last Name: \_\_\_\_\_

New Legal Middle Name \_\_\_\_\_

## EMERGENCY INFORMATION: New Change

Emergency Contact: \_\_\_\_\_ Phone (day): \_\_\_\_\_

Relationship to You: \_\_\_\_\_ Phone (eve): \_\_\_\_\_

## PAYROLL DIRECT DEPOSIT INFORMATION: New Change

Please provide a PDF Direct Deposit form from your bank. You can find this in your online banking services or from your branch. For new employees, please return this with your hiring package. If you are changing your banking information, please forward this form and the direct deposit form for your new account to payroll@unbc.ca.

You may elect to have your pay deposited to multiple accounts. If so, please provide the Direct Deposit form for each account and clearly indicate on each form the percentage or amount to be allocated to that account.

Effective Date for Changes: \_\_\_\_\_

I hereby authorize the above: \_\_\_\_\_ Date: \_\_\_\_\_

## HUMAN RESOURCES USE ONLY:

Address change distributed to: UNBC: Dept \_\_\_\_\_  Banner  Benefits  Pension

**Please allow 2 weeks for processing.**

February 2024