



Department of Human Resources

IDENTIFICATION NUMBER REQUEST FORM

Welcome to Memorial! To help facilitate a smooth transition for you, our Human Resources office requires information from you in order to establish your ID number for access to university services. Once this number is established, it will generate email and portal accounts, both of which are required for library access and access to other services through the MUN Portal, including payroll information as applicable.

SEE NEXT PAGE FOR IMPORTANT HUMAN RESOURCES INFORMATION

HONORARY POSTDOCTORAL FELLOW POSTDOCTORAL FELLOW

Hiring Department/Faculty _____ Expected Start Date: _____
(YYYY-MM-DD)

Surname Given Name

Email Address

Date of Birth (YYYY-MM-DD) Social Insurance Number
(Include proof)

Signed _____

INTERNATIONAL APPOINTEE ONLY:

Work Permit obtained? YES (include a copy of your permit) NO

Provincial Health Care Coverage (i.e. MCP) YES (include proof of registration) NO

It is important to note that an Employee ID cannot be set up without submission of the above noted information. Submit at your earliest opportunity to avoid delay.

PLEASE PROMPTLY RETURN YOUR COMPLETED FORM WITH REQUIRED DOCUMENTATION BY EMAIL TO MYHR@MUN.CA OR BY FAX: (709) 864-2700

Access to information and Protection of Privacy

The information gathered on this form is collected under the authority of the Memorial University Act (RSNL1990 cM-7). The information is used for administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, maintaining employment records; provision of employment services including payroll and benefits administration.

HUMAN RESOURCES AND PAYROLL DATA

MUN.CA PORTAL

The my.mun portal is the place where Memorial employees access pay stubs and other important employee information. The portal is used as well to access your university email and online services applicable to your relationship with Memorial. To access the portal go to www.mun.ca and click the login link at the top of the page. Click the 'my.mun.ca' link and follow the steps to create your account. You will need your Banner Employee ID (contact myhr@mun.ca to obtain your number if you do not know it), date of birth and last 4 digits of your SIN to set it up. The IT Service Desk is available to assist you as needed and can be reached at 864-4595 or help@mun.ca. Once you successfully log on, our MyHR Consultants are available by email to myhr@mun.ca to assist you with questions related to the Employee Services portion of the portal. Our [Human Resources website](#) is a valuable source of information, with a comprehensive database of frequently asked questions at your fingertips.

GROUP INSURANCE ELIGIBILITY

Membership in the University pension and group insurance plans is a condition of employment for all full-time permanent or contractual employees, including those employees with a minimum six month appointment who work at least 20 hours per week. Based on eligibility requirements, employees are automatically enrolled in the pension plan, the long term disability plan, health, and dental plans with single coverage and the life and accident insurance plans with basic single coverage; Blue Cross membership cards will be issued by mail, to the address you provided to us. Enrollment in a Canadian provincial health care plan is a condition for membership in Memorial University's health and dental plans. If you are unable to obtain provincial coverage you will not be eligible to participate in the health and dental plans; if at any point during your term of employment you obtain provincial health care coverage, you are required to notify us, at which point you will be enrolled in our health and dental plans.

GROUP INSURANCE ENROLLMENT

If applicable to your terms and conditions of employment as a Memorial employee:

As a group insurance eligible employee, it is important that once your employment starts, you complete the **On-Boarding program**, available online via the [Employee Portal](#), located on www.mun.ca (use the Login option on the far right, top-row menu). At your earliest convenience, access your portal account, review the On-Boarding content and options for dependent and other coverage, and complete the acknowledgement. Contact myhr@mun.ca to obtain your employee ID if needed. Effective with the first day of your employment, you will be registered to access the On-Boarding content applicable with the terms and conditions of your employment. **It is important to note that your election for dependent coverage will be automatically approved, based on your submission of the required forms within 45 days of your appointment.** Beyond 45 days, optional coverage is subject to medical evidence of insurability and will be based upon application to the respective insurers. The Group Insurance Guide and other references are available for viewing on the [Human Resources website](#).

Questions may be directed to a Human Resources Consultant by email – myhr@mun.ca, or you may use the convenient [online Live Chat](#) option between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. If you intend not to purchase additional coverages, and intend to avail only the basic, single coverages, we ask that you sign and return the attached *Group life beneficiary designation form* at your earliest convenience.

EMPLOYMENT EQUITY

As a new employee, you are asked to complete a Self-Identification questionnaire to help the University comply with federal reporting requirements. The short survey, available online through the **MUN Web Portal (my.mun)**, is voluntary and the information gathered is kept confidential. You may modify your responses at any time through your web portal account.