



## EMPLOYEE DATA COLLECTION FORM

Welcome to Memorial! To help facilitate a smooth transition to our campus, our payroll office requires the following personal information to establish your employee number. Once this employee number is established, it will generate email and portal accounts, which are required for library access and access to Employee and other services through the MUN Portal.

***SEE REVERSE FOR IMPORTANT HUMAN RESOURCES INFORMATION***

\_\_\_\_\_  
Last Name                                      First Name                                      Date of Birth (YYYY-MM-DD)

\_\_\_\_\_  
Social Insurance Number (please include proof)

Work Permit required? YES              NO              (please provide photocopy of your work permit)

\_\_\_\_\_  
Hiring Department

\_\_\_\_\_  
Expected Start Date (YYYY-MM-DD)

\_\_\_\_\_  
Employee Signature                                      Date (YYYY-MM-DD)

**RETURN COMPLETED FORM to [myhr@mun.ca](mailto:myhr@mun.ca) or fax (709) 864-2700. Please note that without required information, your email account and employee number cannot be assigned.**

### Access to information and Protection of Privacy

The information gathered on this form is collected under the authority of the Memorial University Act (RSNL 1990 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. Questions regarding the collection or use of this personal information should be directed to [myhr@mun.ca](mailto:myhr@mun.ca)

## HUMAN RESOURCES AND PAYROLL DATA

### DIRECT DEPOSIT - BANKING INFORMATION

In order to prevent a delay in your first payroll deposit, please ensure that you submit your banking information to [myhr@mun.ca](mailto:myhr@mun.ca) as soon as possible. You can download a payroll deposit form via your online banking or you can visit your bank branch to get a form printed.

### EMPLOYEE PORTAL

The my.mun portal is the place where you will access your pay stubs and other important employee information. To access the portal go to [www.mun.ca](http://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](mailto: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](mailto:help@mun.ca). Once you successfully log on, our MyHR Consultants are available by email to [myhr@mun.ca](mailto: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. Visit the site regularly to stay informed and up to date. Questions can be directed to [myhr@mun.ca](mailto:myhr@mun.ca).

### GROUP INSURANCE ENROLLMENT

Effective with the start date of your appointment, you will be automatically enrolled in Memorial's mandatory group insurance and pension plans, in keeping with the terms and conditions of employment for full-time permanent employees and for contractual employees appointed for a minimum six month period to work at least 20 hours per week. On or soon after the start of your appointment, you will receive a detailed email from [myhr@mun.ca](mailto:myhr@mun.ca) (the Department of Human Resources Shared Services centre, known as MyHR) with information and instructions for accessing the Group Insurance Onboarding platform within Brightspace (accessible from your Employee Portal). Please note that our health and dental, as well as emergency medical benefits are contingent upon your eligibility for provincial health care coverage (MCP). If you are unable to obtain provincial coverage you will not be eligible to participate in these particular plans. Blue Cross membership cards will be forwarded to you at the address you have provided to us. As this may take time, we will provide you with a temporary card for use in the meantime.

Upon review of the Onboarding materials, you may wish to purchase additional optional insurances such as family health and dental, or ask questions related to other employment benefits. Feel free to contact us at [myhr@mun.ca](mailto:myhr@mun.ca) to speak with a MyHR Consultant, or access our Live Chat option from [www.mun.ca/hr](http://www.mun.ca/hr) (scroll to the bottom of the page for the link). You may wish to speak directly with a Consultant by telephone; if so, leave us your contact number via Live Chat and we will reach out to you directly.

**It is important to note that elections for optional group insurance coverages are automatically approved if your election is made 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.**

### 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.

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