



Department of Human Resources

EMPLOYEE ID 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 employee number. Once this number is established, the University IT group will generate email and portal accounts, both of which are required for library access and access to other services through the MUN Portal. You may contact *MyHR* at 864-2434 for assistance once you have submitted the completed form.

HONORARY APPOINTEE

MEMORIAL UNIVERSITY APPOINTEE

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

Surname _____ Given Name _____

Email Address _____

Date of Birth (YYYY-MM-DD) _____ Social Insurance Number
(Include a photocopy of your card)

Signature _____

INTERNATIONAL APPOINTEE ONLY:

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

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

If you do not have Provincial Health Care Coverage but have an application pending, please indicate here and notify us at myhr@mun.ca once you have received your Coverage card

Please note that without photocopies of the required documents, your email account and employee number cannot be assigned; and your health and dental benefits, if applicable, will not be set up.

PLEASE PROMPTLY RETURN YOUR COMPLETED FORM WITH REQUIRED PHOTOCOPIES 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.