



MRSA CASUAL EMPLOYEE INFORMATION SHEET

Section A: Employee Information (Must be completed by the Employee)

Employee Name: _____ Date of Birth: _____

Address: _____ Postal Code: _____

Email Address: _____ Cell Phone: _____

MRU ID # : _____ MRU Email Address : _____

Include if employee has existing MRU ID and MRU email address

***** MUST BE ATTACHED TO THIS FORM *****

- Verification of SIN required – *Must attach a photocopy of the employee's SIN card (to be destroyed after processing).*
- Void Cheque or Direct Deposit Information - *The bank account information must bear the employee's name*
- Offer Letter – *accepted and signed*
- Tax Forms TD1 and TD1AB *(if no forms attached the employee will be set up as Basic)*

Section B: For Banner and Web Time Entry (Must be completed by the Department)

Department Name: _____ Position Title: _____

First Day of Work: _____ F O A P: _____

Position End Date: _____ Hourly Rate of Pay: _____

If a specific end date is not known, the department is required to manage the position status through MyMRU.

Rate Change Only: _____

Effective Date of Rate Change: _____

(Please PRINT approver's name and position number below)

1st Approver: _____ 3rd Approver: _____

2nd Approver: _____ PROXY: Confirm with the Web Timesheet Administrator

Employee Signature: _____ Date: _____

Chair or Manager's Signature: _____ Date: _____

Payroll – original

Department – to retain a copy

FOIP Notification Statement:

The personal information that you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy (FOIP) Act - section 33(c). The information will be used for the purpose of managing the employment relationship, including but not limited to, recruitment, payroll, employee & labor relations, and other benefits associated with being employed at the University. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed upon request subject to the provisions under the Act.

Questions regarding the collection of personal information can be directed to: Department of Human Resources - Mount Royal University - 4825 Mount Royal Gate SW - Calgary AB - T3E 6K6 – (403) 440-6584. humanresources@mtroyal.ca