



## HOURLY PAID EMPLOYEE INFORMATION SHEET

MRU ID#: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

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

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

Employee's Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Office Phone #: \_\_\_\_\_

Position end date? \_\_\_\_\_

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

Department Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

SIN: \_\_\_\_\_ (Photocopy of SIN card required)

DOB: \_\_\_\_\_

FOAP: \_\_\_\_\_

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

Hourly Rate of Pay: \_\_\_\_\_

First Day Worked: \_\_\_\_\_

Rate Change Only: \_\_\_\_\_

Effective Date for New Rate of Pay: \_\_\_\_\_

\*\*\*\* FOR WEB TIME ENTRY (Must be completed by Department) \*\*\*\*

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

**1st Approver:** \_\_\_\_\_ **3rd Approver:** \_\_\_\_\_

**2nd Approver:** \_\_\_\_\_ **PROXY: Confirm with the Web Timesheet Administrator**

\*\*\*\*\* 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). The only alternative is a copy of the Service Canada Replacement Card Letter.

Void Cheque or Direct Deposit Information Slip issued and stamped by the bank.  
It is a condition of employment that you participate in Direct Deposit. Employees' semi-monthly pay will be deposited into a savings or chequing account at a financial institution of their choice. The bank account information must bear the employee's name.

Deductions will be made for Employment Insurance, Canada Pension and Income Tax.  
Timesheets, pay statements and T4s will be available on the web ([www.mymru.ca](http://www.mymru.ca)) and are the responsibility of the employee to complete and review.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Budget 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 & labour 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) 440-6818. [humanresources@mtroyal.ca](mailto:humanresources@mtroyal.ca)