

New Employee     
  Update to Current Information

\*Note: For banking updates, please submit a new Payroll Direct Deposit Form (located on the Intranet)

Employee Information		
Legal Last Name	Legal First Name	Preferred First Name
Middle Name	Employee Number (if known)	Date of Birth (DD/MM/YYYY)
Gender <input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Non-binary <input type="checkbox"/> Unknown / Prefer not to say		
<small>Gender data is collected to comply with the BC Pay Transparency Act. Your data is collected solely for the purpose of preparing a Pay Transparency Report. No personal identifying information will be included in the report. Providing gender data is optional. If you choose not to disclose it, your pay information will still be included in the report, but your gender will be indicated as "unknown".</small>		
Address		
City	Postal Code	Email Address
Home Phone	Cell Phone	
Languages Spoken - Optional <small>(This information may be used to help identify staff who can provide voluntary translation support to customers facing a language barrier.)</small>	<i>Employee photographs will be collected for the purpose of creating staff identification cards and will be stored in personnel files.</i>	
Emergency Contact		
Last Name	First Name	Relationship
Home Phone	Cell Phone	Work Phone
_____ <b>Employee Signature</b>		_____ <b>Date (DD/MM/YYYY)</b>

\*For information updates, please remember to submit your changes to our Benefit Providers. For employees currently contributing to the Municipal Pension Plan (MPP), please also submit your address change information to MPP by logging in to your **myaccount** ([www.pensionsbc.ca](http://www.pensionsbc.ca)).

For Office Use Only: Payroll / HR	
Department	Cost Centre
Additional Information/Detail:	
Information inputted/updated in Unit 4:	Date: _____