

# Employee Personal Data Form

Biographical Information		
Last Name:	First Name (Primary):	
First Name (Preferred):	Middle Name:	
Street Address:	City:	
Province:	Postal Code:	
Date of Birth: (mm/dd/yyyy)	Gender:	
Phone Home Numbers: Mobile	SIN: International Numbers – you <u>must</u> upload a scanned copy of your card or document, showing expiration date	
Emergency Contact Information		
Name:	Phone Number:	Relationship to employee:
Employment Information		
Manager Name:	Department:	
Start Date: (mm/dd/yyyy)	Campus:	
Have you ever been a student or employee at Fleming? Yes, and my id number is: No		
Payroll Information		
Tax forms: You must complete and upload the following: Federal TD1 form Provincial TD1ON form		
Banking information: You must scan and upload the following: Void cheque or direct deposit form If you do not have a chequing account, contact your bank for written confirmation of your account information. Do not write your banking on this form as it will not be accepted.  In addition, please be advised the College's Accounting Department processes employee expense statements by direct deposit; these deposits will be made into your primary payroll bank account. If you wish your expense payments deposited into a different account, you must contact the Accounting Department <u>directly</u> with your request.		
Lounge services: This option gives you the opportunity to enjoy coffee, tea, and juice in the staff lounge. The bi-weekly deduction amount differs depending on whether you are a full-time (\$7.50) or part-time (\$3.75) employee. Yes, I would like to contribute No, I do not want to contribute		

Fleming College is committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as enshrined in the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Standards and Regulations. Through a collaborative approach, Fleming College will ensure the full participation of those with disabilities by making appropriate accommodations available throughout the recruitment, selection, and assessment process as well as throughout your entire employment. Should you require such an accommodation please contact Human Resources in confidence at [hr@flemingcollege.ca](mailto:hr@flemingcollege.ca).

The College uses and discloses employee personal information for the purposes of administering your employment, including to facilitate the auditing of shared cost programs. If you have questions regarding the collection/use/retention of this information, please contact the Human Resources department at Sir Sandford Fleming College 705-749-5530.

To be completed by Human Resources		
Emplid:	Processed by:	Processed on: