

Employee Data Change Form

Hire/ Re-Hire

IMPORTANT: To ensure the full functionality of these forms, please save and open them using Adobe Reader, and not your web browser.

To be completed by manager		Form Completed By:	
Employee Information			
First Name:	Last Name:	Employee # (if known for re-hire):	Effective Date (MM/DD/YYYY):
End Date (MM/DD/YYYY):	Position #:	SIN # Verified: Yes No	Competition #:
Bargaining Unit:	Employment Type:	Full/ Part Time:	Payroll Costing Coordinator:
Position Title:		Pay Scale Group/Level:	Annual Salary or Hourly Rate:
Guaranteed Hrs of Work Per Week:	Work Schedule (i.e.: M- F):	EE Entitled to Benefits? Yes No	EE Entitled to Sick Leave? Yes No
If direct reports, do they transfer to the new hire or stay with the current manager? Yes No			
Approvals:			
Direct Supervisor:	Next Level Supervisor/Manager:	Human Resources (EDC):	

You must attach the following:

- Government of Canada Personal Tax Credits Return
- Province of Nova Scotia Personal Tax Credits Return
- Electronic Payroll Notice Authorization
- Employee Information Form
- Direct Deposit/ Void Check Information from Financial Institution
- Signed Offer Letter

The pre-employment forms can be found at Halifax.ca/newemployee