



## School District No. 8 (Kootenay Lake)

### Human Resources Services

570 Johnstone, Nelson, B.C. V1L 6J2

Telephone: (250) 505-7038 Fax: (250) 352-6686

Toll Free: 1-877-230-2288 Web: [www.sd8.bc.ca](http://www.sd8.bc.ca)

Academic Success ♦ Creativity and Imagination ♦ Citizenship ♦ Resiliency

# DEMOGRAPHIC INFORMATION PAYROLL DIRECT DEPOSIT/EMAIL ENROLLMENT FORM

EMPLOYEE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SOCIAL INSURANCE NUMBER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_

**EMAIL ADDRESS:** Your email username and password can be obtained by contacting Human Resources. All pay slips will be sent to your SD8 email address.

**Position: (Select one)**    Teacher     CUPE     Management or Exempt Staff

#### *Pay Dates:*

- Teachers and Exempt Staff are paid monthly on the 3<sup>rd</sup> to the last business day of each month with a mid-month advance estimated at approximately 40% of net monthly pay on the 13<sup>th</sup> of each month. Teachers are paid over 10 months; however, have the option of participating in the 12 month payroll savings plan. Teachers must apply for the plan on or before September 15 in any given year to be enrolled.
- TOCs are paid monthly 5 school days after the end of the month with a mid-month advance (50% of net) paid 5 school days after the 15<sup>th</sup> of the month.
- CUPE staff is paid bi-weekly on Fridays for all time sheets submitted up to the previous Friday.

*\*This document is governed by the Freedom of Information and Protection of Privacy Act*

**PLEASE STAPLE A COPY OF A VOIDED CHEQUE BELOW  
IF CHEQUES ARE NOT AVAILABLE, HAVE YOUR FINANCIAL INSTITUTION PROVIDE  
COMPLETE DETAILS – NAME, TRANSIT NUMBER AND ACCOUNT NUMBER AND ATTACH TO  
THIS ENROLLMENT FORM**