



UPDATING YOUR PERSONAL INFORMATION

In order for Spectrum's Human Resources department to provide you with the support and service levels we strive for, it is important that we have the timely communication of updates from our staff to ensure we meet your needs and the needs of the organization.

WHAT TO DO:



As indicated in the **Personnel Policies & Procedures Manual – Policy #15**, Employees are required to report any of the following changes to their immediate supervisor, who will then inform Personnel:

- Any change in address or telephone number;
- Any change in marital status, number of children or other dependants in the immediate family. This information has a direct bearing on the amount of payroll deduction for Federal Income Taxes and the amount of insurance premiums and benefits;
- Any changes in your group benefits coverage, either with Spectrum benefits or your spouse's benefits. and
- The completion of any degree or diploma or the successful completion of any course workshop, or seminar which has enhanced the employee's skill in working with people with disabilities or their families. Proof of the successful completion of each program shall be submitted, where this is possible. This information may be taken into consideration by the Society in the employee's ongoing performance evaluations and/or in assessing the employee's future promotional opportunities.

Some additional items that are important to update annually with H/R and accounting are:

- Federal & Provincial Tax forms (TD1 & TD1BC) ~ *these can be found directly on our Spectrum website under 'HR Forms'* <http://www.spectrumsociety.org/SharedPages/HRForms.aspx>

Thanks for keeping us informed! 🙌