SALARY CHANGE FORM

NORTHERN EMPLOYEE BENEFITS SERVICES | ᐅᑭᐅᖅᑕᖅᑐᒥᑯᓇᓵᑦᑯᑯ ᐃᑲᔫᓯᐊᖅᑖᕈᑎᒋᕙᖅᑕᖅᓱᒋᓐᓄᑦ ᐱᔾᔪᓯᕋᖅᑏᑦ

5122 53rd Street, Yellowknife NT, X1A 1V6
Ph: (867) 873-4965 Fax: (867) 873-5801

PLEASE PRINT CLEARLY IN BLUE INK AND RETURN ORIGINAL SIGNED FORM TO THE NEBS OFFICE.

EMPLOYER NAME: _____ **EMPLOYER NUMBER:** _____

Salary shall mean the Employee's regular annual salary paid by the Employer, exclusive of bonuses, commissions, overtime earnings or money's paid in lieu of holidays, or travelling expenses, subsistence allowance, housing allowance, settlement allowance, living allowance, honorarium, fees or any other moneys paid in addition to the Employee's ordinary wages.

EMPLOYEE ID	EMPLOYEE NAME	EFFECTIVE DATE (DD/MM/YYYY)	OLD ANNUAL SALARY	NEW ANNUAL SALARY	PT RATIO

PENSIONABLE SERVICE FOR PART-TIME EMPLOYEES

Pensionable service is an important role in calculating a employee's pension benefit. Full-time employees earn 1.0 year of Pensionable service for each year worked; a part-time employee earns service based on the number of hours worked compared to a similar full-time position. To calculate pensionable service for part-time employees, please use total number of hours divided by the full-time equivalent. Example: 25 hours PT / 37.50 FT = 0.67. Please continue to update NEBS regarding changes employee's hours, part-time to full-time or vice versa by indicating the part-time ratio.

_____	_____	_____
Signing Authority of Employer Signature	**Signing Authority of Employer Name Printed**	**Date**