

## Request for Return to Payroll for Benefits

### Form Instructions

1. Complete **prior** to the employee's return to payroll **effective date/first day paid**. Ensure all fields are completed below.
2. Click the Submit button at the bottom of the page to submit the form to Benefit Support. This creates a new email for your benefit support in your SDO area.
3. **Do Not** change the email subject line. Doing this will result in a delay responding to your request.
4. Send email.

### Employee Information

Facility/Site Name

Employee Name

Employee ID Number

Position ID Number

Employee Sin Number

Date of Birth


Employee/Participation Group

 Comments

Employment Type

Employment Sub Type

Hourly Rate

 Position FTE



Return to Pay/First Day Paid

**Returning from which LOA**