

**EXAMPLE ONLY**  
**Employee Data Spreadsheet**

| Staff # | Preferred First Name | Last Name | Reason for Data Entry                       | Date of Change<br>YYY-MM-DD | Engagement<br>Status | Hire Date  | Length of<br>Service<br>(yrs) |
|---------|----------------------|-----------|---|-----------------------------|----------------------|------------|-------------------------------|
| E0002   | Larry                | Pun       | Address Change                              | 2022-01-15                  | Active               | 2015-02-01 | 7.0                           |
| E0001   | Salina               | Taylor    | Laid Off                                    | 2022-01-15                  | Laid off             | 2006-02-13 | 16.0                          |
| C0002   | Jane                 | MacIntosh | New Hire                                    | 2022-01-01                  | Active               | 2014-01-01 | 8.1                           |
| E0001   | Salina               | Taylor    | Promotion: Salary/Title/Dept/Manager change | 2021-12-31                  | Active               | 2006-02-13 | 16.0                          |
| E0002   | Larry                | Pun       | Salary change                               | 2021-01-02                  | Active               | 2015-02-01 | 7.0                           |
| E0004   | Bob                  | Nairn     | Terminated for cause                        | 2020-09-15                  | Terminated           | 2014-07-02 | 7.6                           |
| E0003   | Mary                 | Jones     | Part time 4 days/wk,vacation, salary change | 2020-03-22                  | Active               | 2015-02-16 | 7.0                           |
| E0001   | Salina               | Taylor    | Bonus Paid \$5000                           | 2020-02-13                  | Active               | 2006-02-13 | 16.0                          |
| E0001   | Salina               | Taylor    | Completed First Aid training Level 3        | 2020-01-15                  | Active               | 2006-02-13 | 16.0                          |
| E0001   | Salina               | Taylor    | Return from Maternity Leave                 | 2019-09-01                  | Active               | 2006-02-13 | 16.0                          |
| E0001   | Salina               | Taylor    | Maternity Leave                             | 2019-06-20                  | Leave                | 2006-02-13 | 16.0                          |
| E0003   | Mary                 | Jones     | Vacation Days change                        | 2019-03-22                  | Active               | 2015-02-16 | 7.0                           |
| E0004   | Bob                  | Nairn     | Salary increase                             | 2018-09-01                  | Active               | 2014-07-02 | 7.6                           |
| E0002   | Larry                | Pun       | Vacation Days change                        | 2018-01-01                  | Active               | 2015-02-01 | 7.0                           |
| E0003   | Mary                 | Jones     | promotion: Salary, Title change             | 2017-03-22                  | Active               | 2015-02-16 | 7.0                           |

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| Title                           | Department        | Contractor or Employee | Position Status | If Temp, insert anticipated End Date | Pay Type (Hourly or Salaried) | FTE  | Salary    | Hourly Rate |
|---------------------------------|-------------------|------------------------|-----------------|--------------------------------------|-------------------------------|------|-----------|-------------|
| Shipper                         | Operations        | Employee               | Full-time       |                                      | Salaried                      | 1.00 | \$56,000  |             |
| Quality Assurance Supervisor    | Quality Assurance | Employee               | Part-time       |                                      | Salaried                      | 0.60 | \$45,000  |             |
| Graphic Artist                  | Marketing         | Contractor             | Part-time       |                                      | Contractor                    | 0.20 |           | \$50.00     |
| Quality Assurance Supervisor    | Quality Assurance | Employee               | Part-time       |                                      | Salaried                      | 0.60 | \$45,000  |             |
| Shipper                         | Operations        | Employee               | Full-time       |                                      | Salaried                      | 1.00 | \$56,000  |             |
| Admin Assistant                 | Administration    | Employee               | Full-time       |                                      | Salaried                      | 1.00 | \$48,000  |             |
| VP, Sales                       | Sales             | Employee               | Part-time       |                                      | Salaried                      | 0.80 | \$88,000  |             |
| Customer Service Representative | Customer Service  | Employee               | Part-time       |                                      | Salaried                      | 0.60 | \$40,800  |             |
| Customer Service Representative | Customer Service  | Employee               | Part-time       |                                      | Salaried                      | 0.60 | \$40,800  |             |
| Customer Service Representative | Customer Service  | Employee               | Part-time       |                                      | Salaried                      | 0.60 | \$40,800  |             |
| Customer Service Representative | Customer Service  | Employee               | Part-time       |                                      | Salaried                      | 0.60 | \$40,800  |             |
| VP, Sales                       | Sales             | Employee               | Full-time       |                                      | Salaried                      | 1.00 | \$110,000 |             |
| Admin Assistant                 | Administration    | Employee               | Full-time       |                                      | Salaried                      | 1.00 | \$48,000  |             |
| Shipper                         | Operations        | Employee               | Full-time       |                                      | Salaried                      | 1.00 | \$54,080  |             |
| VP, Sales                       | Sales             | Employee               | Full-time       |                                      | Salaried                      | 1.00 | \$110,000 |             |

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| Work Hours/Week | Hourly Annual | Work Hours/Yr | Job Type       | Manager | Department Head | Signed Contractual Agreement Y/N | Eligible for Standard Benefits? Y/N | Annual Vacation Days | Formal/Legal First Name (if different from preferred) | Middle Name |
|-----------------|---------------|---------------|----------------|---------|-----------------|----------------------------------|-------------------------------------|----------------------|---|-------------|
| 40              | \$0           | 2,080         | Warehouse 1    | Chen    | Overland        | Y                                | Y                                   | 15                   | Laurence  |             |
| 24              | \$0           | 1,248         | Coordinator    | Valdez  | Jamal           | Y                                | Y                                   | 18                   | James   | Frank       |
| 8               | \$20,800      | 416           | Manager        | Smith   | Hannah          | Y                                | N                                   | 0                    | Deborah   |             |
| 24              | \$0           | 1,248         | Coordinator    | Valdez  | Jamal           | Y                                | Y                                   | 18                   | James   | Frank       |
| 40              | \$0           | 2,080         | Warehouse 1    | Chen    | Overland        | Y                                | Y                                   | 15                   | Laurence  |             |
| 40              | \$0           | 2,080         | Assistant      | O'Toole | Overland        | Y                                | Y                                   | 10                   | Robert  |             |
| 32              | \$0           | 1,664         | Vice President | Tate    | Tate            | Y                                | Y                                   | 16                   |   | Elizabeth   |
| 24              | \$0           | 1,248         | Coordinator    | Jones   | Jamal           | Y                                | Y                                   | 18                   | James   | Frank       |
| 24              | \$0           | 1,248         | Coordinator    | Jones   | Jamal           | Y                                | Y                                   | 18                   | James   | Frank       |
| 24              | \$0           | 1,248         | Coordinator    | Jones   | Jamal           | Y                                | Y                                   | 18                   | James   | Frank       |
| 24              | \$0           | 1,248         | Coordinator    | Jones   | Jamal           | Y                                | Y                                   | 18                   | James   | Frank       |
| 40              | \$0           | 2,080         | Vice President | Tate    | Tate            | Y                                | Y                                   | 20                   |   | Elizabeth   |
| 40              | \$0           | 2,080         | Assistant      | O'Toole | Overland        | Y                                | Y                                   | 10                   | Robert  |             |
| 40              | \$0           | 2,080         | Warehouse 1    | Chen    | Overland        | Y                                | Y                                   | 15                   | Laurence  |             |
| 40              | \$0           | 2,080         | Vice President | Tate    | Tate            | Y                                | Y                                   | 15                   |   | Elizabeth   |

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**Employee Data Spreadsheet**

| Date of birth<br><b>MM-DD-YY</b> | Age  | SS/SIN      | Street Address      | City      | State/<br>Province | Zip/Postal<br>Code | Home Phone    | Mobile Phone  |
|----------------------------------|------|-------------|---------------------|-----------|--------------------|--------------------|---------------|---------------|
| 1974-11-13                       | 47.3 | 257-966-853 | 123 Hereandnow      | Vancouver | BC                 | V78 2J9            | 604-649--6789 | 604-649--6789 |
| 1964-09-12                       | 57.4 | 257-966-852 | 1575 Elm Street     | San Diego | California         | 11111              | 454-111-1111  | 454-111-2222  |
| 1964-09-12                       | 57.4 | 257-966-858 | 543 Citizens Street | Hamilton  | Ontario            | G7R 4B9            | 905-111-3456  | 905-111-3456  |
| 1964-09-12                       | 57.4 | 257-966-852 | 1575 Elm Street     | San Diego | California         | 11111              | 454-111-1111  | 454-111-2222  |
| 1974-11-13                       | 47.3 | 257-966-853 | 123 Hereandnow      | Vancouver | BC                 | V78 2J9            | 604-649--6789 | 604-649--6789 |
| 1978-02-13                       | 44.0 | 257-966-856 | 46 Rose Street      | Hamilton  | Ontario            | H7R 2T4            | 905-111-3456  | 905-111-3456  |
| 1985-03-15                       | 36.9 | 257-966-855 | 85 Heather Way      | Hamilton  | Ontario            | H8R 4B9            | 905-222-5555  | 905-222-5555  |
| 1964-09-12                       | 57.4 | 257-966-852 | 1575 Elm Street     | San Diego | California         | 11111              | 454-111-1111  | 454-111-2222  |
| 1964-09-12                       | 57.4 | 257-966-852 | 1575 Elm Street     | San Diego | California         | 11111              | 454-111-1111  | 454-111-2222  |
| 1964-09-12                       | 57.4 | 257-966-852 | 1575 Elm Street     | San Diego | California         | 11111              | 454-111-1111  | 454-111-2222  |
| 1964-09-12                       | 57.4 | 257-966-852 | 1575 Elm Street     | San Diego | California         | 11111              | 454-111-1111  | 454-111-2222  |
| 1985-03-15                       | 36.9 | 257-966-855 | 85 Heather Way      | Hamilton  | Ontario            | H8R 4B9            | 905-222-5555  | 905-222-5555  |
| 1978-02-13                       | 44.0 | 257-966-856 | 46 Rose Street      | Hamilton  | Ontario            | H7R 2T4            | 905-111-3456  | 905-111-3456  |
| 1974-11-13                       | 47.3 | 257-966-853 | 123 Hereandnow      | Vancouver | BC                 | V78 2J9            | 604-649--6789 | 604-649--6789 |
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| Personal Email Address | Gender Identity | Racial/Ethnic Identity | Person Living with a Disability | Disability Accommodation Requirement | Medical Conditions | Emergency Contact (EC)<br>1 |
|------------------------|-----------------|------------------------|---------------------------------|--------------------------------------|--------------------|-----------------------------|
| myemail2@myemail.com   | Male            |                        |                                 |                                      |                    | Tim Pun                     |
| myemail@my email.com   | Male            |                        |                                 |                                      | Epilepsy           | Lana Taylor                 |
| Jmc789@gmail.com       | Female          |                        |                                 |                                      |                    | Harry Mirza                 |
| myemail@my email.com   | Male            |                        |                                 |                                      | Epilepsy           | Lana Taylor                 |
| myemail2@myemail.com   | Male            |                        |                                 |                                      |                    | Tim Pun                     |
| Bobby12345@yahoo.com   | Male            | Undisclosed            |                                 |                                      |                    | Sarah Wyse                  |
| Mary 1234@gmail.com    | Female          |                        |                                 |                                      |                    | Shelly Jones                |
| myemail@my email.com   | Male            |                        |                                 |                                      | Epilepsy           | Lana Taylor                 |
| myemail@my email.com   | Male            |                        |                                 |                                      | Epilepsy           | Lana Taylor                 |
| myemail@my email.com   | Male            |                        |                                 |                                      | Epilepsy           | Lana Taylor                 |
| myemail@my email.com   | Male            |                        |                                 |                                      | Epilepsy           | Lana Taylor                 |
| Mary 1234@gmail.com    | Female          |                        |                                 |                                      |                    | Shelly Jones                |
| Bobby12345@yahoo.com   | Male            | Undisclosed            |                                 |                                      |                    | Sarah Wyse                  |
| myemail2@myemail.com   | Male            |                        |                                 |                                      |                    | Tim Pun                     |
| Mary 1234@gmail.com    | Female          |                        |                                 |                                      |                    | Shelly Jones                |

**EXAMPLE ONLY**  
**Employee Data Spreadsheet**

| EC 1 Relationship | EC 1 Phone 1 | EC 1 Phone 2  | EC 1 Email              | Emergency Contact (EC) 2 | EC 2 Relationship | EC 2 Phone 1 | EC 2 Phone 2  |
|-------------------|--------------|---------------|-------------------------|--------------------------|-------------------|--------------|---------------|
| Brother           | 720-555-1111 | 720-555-2222  | myemail@myema<br>il.com | Sally Pun                | Brother           | 720-555-1111 | 720-555-2222  |
| Wife              | 604-111-1111 | 604-1111-2222 | myemail@myema<br>il.com | Lana Taylor              | Wife              | 604-111-1111 | 604-1111-2222 |
| Friend            | 905-111-3456 | 905-111-3456  | HarryM@gmail.com        | Robert Deniro            | Friend            | 905-111-3456 | 905-111-3456  |
| Wife              | 604-111-1111 | 604-1111-2222 | myemail@myema<br>il.com | Lana Taylor              | Wife              | 604-111-1111 | 604-1111-2222 |
| Brother           | 720-555-1111 | 720-555-2222  | il.com                  | Sally Pun                | Brother           | 720-555-1111 | 720-555-2222  |
| Mother            | 905-555-1111 | 905-111-5556  | SarahWyse@gmail.com     | Larry Hane               | Sister            | 905-111-1111 | 905-1111-1113 |
| Partner           | 905-111-1111 | 905-111-1112  | myemail@myema<br>il.com | Remy Nice                | Brother           | 111-111-1111 | 111-111-2222  |
| Wife              | 604-111-1111 | 604-1111-2222 | myemail@myema<br>il.com | Lana Taylor              | Wife              | 604-111-1111 | 604-1111-2222 |
| Wife              | 604-111-1111 | 604-1111-2222 | myemail@myema<br>il.com | Lana Taylor              | Wife              | 604-111-1111 | 604-1111-2222 |
| Wife              | 604-111-1111 | 604-1111-2222 | myemail@myema<br>il.com | Lana Taylor              | Wife              | 604-111-1111 | 604-1111-2222 |
| Wife              | 604-111-1111 | 604-1111-2222 | myemail@myema<br>il.com | Lana Taylor              | Wife              | 604-111-1111 | 604-1111-2222 |
| Partner           | 905-111-1111 | 905-111-1112  | il.com                  | Remy Nice                | Brother           | 111-111-1111 | 111-111-2222  |
| Mother            | 905-555-1111 | 905-111-5556  | SarahWyse@gmail.com     | Larry Hane               | Sister            | 905-111-1111 | 905-1111-1113 |
| Brother           | 720-555-1111 | 720-555-2222  | myemail@myema<br>il.com | Sally Pun                | Brother           | 720-555-1111 | 720-555-2222  |
| Partner           | 905-111-1111 | 905-111-1112  | il.com                  | Remy Nice                | Brother           | 111-111-1111 | 111-111-2222  |