

## THIS ISSUE

- Employee ID Numbers
- All Menno Place Team Members

## The Importance of Your Employee ID Number

We are hiring!

As we grow in number of team members at Menno Place we are finding we are hiring staff with similar names at different sites. This can cause confusion as to who we, in Human Resources, are working with when we get emails from team members.

To ensure the proper documentation, leave requests, and emails are going to the right person, please record your Employee ID Number after your name in any email or paper documents you send to Human Resources. This will help expedite your request and ensure we apply your request to the right person.

Example: Jeanette Lee #354

Thanks so much.

*Jeanette Lee*

Director, Human Resources  
Menno Place