MEMO

DATE: **March 18, 2020**

TO: **Algonquin College Employees**

FROM: **Grant Perry, Chief Financial Officer**

SUBJECT: **Payroll Communication (COVID-19)**

The purpose of this memo is to communicate how we will ensure Payroll continuance for all employees of Algonquin College during the ongoing COVID-19 event.

Access to Workday

You will need access to Workday to perform self-service tasks in Workday such as time entry, viewing of pay slips and retrieval or downloading of your T4 slips.

To access Workday from off-campus, it is necessary to set up VPN. See the ITS Help Centre for instructions on how to do this.

It is the expectation that many employees have access to Workday and VPN to enter their work hours in Workday. Given the current COVID-19 situation and the potential protracted timeline to returning to a normal state of work, we are asking all employees to contribute to ensuring a smooth payroll process by entering their own time, if possible. Not relying on a Timekeeper to enter time for employees will reduce the chance of data entry errors and reduce the burden on our Timekeepers and Payroll Team.

For Pay Date of March 20, 2020

All Employees:

- Payroll processing for the pay of March 20, 2020 is proceeding normally and employees will have their pay deposited into their accounts on Friday, March 20,

2020. Employees with access to Workday will be able to view their payslips normally within Workday. If you are unable to set up VPN by March 20th to access Workday and would like a copy of your payslip, please email payroll@algonquincollege.com to request a copy; however please expect a delay in response time due to reduced staffing levels.

For Pay Date of April 3, 2020

Full Time Employees

- All full time employees will receive regular pay for the pay period covering March 21 to April 3, 2020. Pay will be deposited in your bank account on April 3, 2020.
- If you have shift premium or overtime hours to report from the previous pay period (March 7 to March 20, 2020), please enter your overtime hours/shift premium in Workday as you would normally. Time entry will be open between March 18 and March 25, 2020, inclusive. You are asked to enter your items as soon as possible to avoid delays and to allow time for manager approval.
- Chairs and managers will need to approve all their employees' shift premium or overtime hours in Workday by Monday, March 30, 2020 at noon.
- If you do not own a personal computer/mobile phone or do not possess a College laptop and therefore are unable to set up VPN to access Workday, please contact the Timekeeper for your department who will be able to enter time on your behalf.
- If you are unable to setup VPN after following the guide (ITS Help Centre), please contact the ITS Service Desk for assistance at extension 5555 or by email at 5555@algonquincollege.com.
- If you have no overtime to report, no further action is required at this time and your pay will be calculated automatically to be deposited to your bank account on April 3, 2020.

Part-Time, Sessional and Partial Load Academic Employees

- Time entry in Workday for the period of March 7 to March 20, 2020 will be open from March 18 to March 25, 2020, inclusive. This allows you time to set up VPN access if you haven't already done so. To set up VPN access please see the ITS Help Centre for instructions.

- Part-time, sessional and partial load academic employees should enter their regularly scheduled teaching and non-teaching hours for the pay period of March 7 to March 20, 2020 into Workday. These hours will be paid at the employee's normal hourly rate.
- Part-time, sessional and partial load academic employees who have been asked by their department Chair or Manager to attend meetings during this same period will be able to submit these hours in addition to their regularly scheduled teaching hours. Approved meeting hours will be paid at the standard meeting rate of $25/hour.
- If you do not own a personal computer/mobile phone or do not possess a College laptop and therefore are unable to set up VPN to access Workday, please contact the Timekeeper for your department who will be able to enter this time on your behalf.
- If you are unable to setup VPN after following the guide (ITS Help Centre), please contact the ITS Service Desk for assistance at extension 5555 or by email at 5555@algonquincollege.com.
- Please ensure that your hours are submitted before the end of the day on March 25, 2020 at the latest.
- Chairs and Managers will need to approve all their employees' time in Workday by Monday March 30, 2020 at noon.

Campus Services Other Than Full-time Employees

- Other than full-time Campus Services employee hours of work for the coming pay periods will be entered by their manager, based on scheduled shifts.
- Other than full-time Campus Services employees should reach out to their direct manager or supervisor via email with any questions or concerns.

All Other Than Full-time Support Staff Outside of Campus Services and Fixed-Term Administrative Employees

- Time entry in Workday for the period of March 7 to March 20, 2020 will be open from March 18 and March 25, 2020, inclusive. This allows you time to set up VPN access if you haven't already done so. To set up VPN access please see the ITS Help Centre for instructions.

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- Employees should enter their regularly scheduled hours for the pay period of March 7 to March 20, 2020 into Workday. These hours will be paid at the employee's normal hourly rate.
- If you do not own a personal computer/mobile phone or do not possess a College laptop and therefore are unable to set up VPN to access Workday, please contact the Timekeeper for your department who will be able to enter this time on your behalf.
- If you are unable to setup VPN after following the guide (ITS Help Centre), please contact the ITS Service Desk for assistance at extension 5555 or by email at 5555@algonquincollege.com.
- Please ensure that your hours are submitted by the end of the day on March 25, 2020 at the latest.
- Chairs and managers will need to approve all their employees' time in Workday prior to Monday March 30, 2020 at noon.

For Pay Date of April 17, 2020

Further communication will be forthcoming on the processing of this and future pay cycles during the COVID-19 event.

If you have any questions or concerns, please contact James Pede, Manager, Operational Accounting at pedej@algonquincollege.com.