ALGONQUIN COLLEGE

DATE: Tuesday, December 15th, 2020

TO: Timekeepers and People Managers

FROM: James Pede, Manager, Operational Accounting and
              Penny Dockrill, Manager, Talent & HR Programs

SUBJECT: Preparing for End of Fall 2020 Term & Start of Winter 2021 Term

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Please ensure that this memo is shared with the appropriate staff in your Area.

With the Fall Term ending and the transition to the Winter Term approaching, here is a summary of some tips and key steps to be performed in Workday to ensure that your employees receive the correct pay and deductions, Record of Employment (ROE) should they be entitled to one, and experience a smooth onboarding process.

1. **Other Than Full-time Academic (OTFTA) Working Back to Back Semesters**

For OTFTA working back-to-back semesters, use the **Change Job** process.
- Find an appropriate open position in the Manager's Supervisory Organization and create a job requisition. Once complete, initiate a <u>Change Job</u> for the employee.

- For PT to PT, PL to PT, and PL to PL transfers, use the Change Job Reason Code:
    - **Transfer > Semester Transfer**

- For PT to PL transfers, use the Change Job Reason Code:
    - **Transfer > Change to Partial Load with Waiting Period* or**
    - **Transfer > Change to Partial Load Without Waiting Period****

*Important, this ensures that benefits get triggered for new Partial-Load employees.
**To be used when an employee has been Partial-Load within the past six months.

2. **Ending Assignments**

Use the new column in the **Onboarding Status Summary** report to identify all employees whose assignments will be ending in December. (An alternate report is *CR-Part-Time Employees End Dates for Managers* however this can only be run by People Managers) or the CR-Part-Time Employees (Fixed Term Support, Academic, Student, Admin) (Advanced) – Manager/Timekeeper Edition.

Following these steps will help ensure your employees receive a correct final pay and a Record of Employment (ROE) when they are entitled to one.

2.1 For all Full-Time and Regular Part-Time Support employees resigning:

As soon as you are aware, send the resignation letter to
humanresources@algonquincollege.com and they will ensure the appropriate HR
resources are involved and process the resignation.

Failure to notify Human Resources may result in:

- Overpayments to the employee
- ROE (Record of Employment) not issued
- Vacation accumulation not paid out
- Continuation of benefits when not eligible
- Inability to assign another employee to the position number

2.2 For all other employee types (i.e. Fixed-term Admin, Part-Time Faculty, Partial-load Faculty, Appendix D, Casual support, Temporary support, Project of a Non-Recurring Kind, Co-op Students and Student Employees) *terminations are initiated by the department:*

- Use the **Onboarding Status Summary** report to ensure the employee has entered their Social Insurance Number and address. An ROE cannot be generated without these two pieces of information. If this information is missing, please ensure the employee successfully completes all onboarding activities before finalizing the termination.

- For an employee with multiple positions, all additional jobs need to be ended **prior to terminating the employee for an ROE to be issued**.

- Terminate the employee from their primary position using the Assignment Completed reason code (**Terminate Employee > Voluntary > Assignment Completed**) before each employee's last day of work. *Assignment Completed* is the only reason that should be selected for semester completion.

- You can be proactive and enter the termination in advance of the employee's last work day, as long as all hours are entered and approved.

- All final hours need to be entered by the employee by the last day of work and their time must be approved by the manager before the next payroll deadline or the employee will not be paid for their final hours and their ROE will be incorrect.

- Other than Full-Time Academic employees will retain access to their College Network Account (Outlook, Brightspace, and SharePoint) for 30 days after their last day of work.

3. **When and How Will an Employee Receive Their ROE?**

An ROE can be issued after the employee receives their final pay. The ROE will be issued directly to Service Canada and not to the employee.

Employees can obtain a copy of their ROE online from Service Canada: https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/ei-roe.html

An ROE can be issued for a reduction in hours at the employee's request by contacting Payroll directly. Employees can contact Payroll at 613-727-4723 ext. 7517 or by email (payroll@algonquincollege.com) for these requests.

For employees whose termination is processed in Workday:

Last Day Worked	ROE Available
On or before November 28, 2020	December 16, 2020
November 28 – December 11	December 31,2020
December 12 – December 25	January 13, 2021

Additional guides and videos are available on the Workday site: https://www.algonquincollege.com/workday/user-guides/

4. **Timeline for Hiring for Winter 2021 Term**

Other than Full-Time Academic employees will receive access to their College Network Account 30 days prior to their Hire Date (First Day of Work) as identified in their Terms and Conditions of Employment. To optimize their 30 day access, issue the Terms and Conditions to the employee by **December 11, 2020**.

For all Other than Full-Time hires these key dates apply:

		Critical for Payroll			
Issue Terms & Conditions to Employee By	**Start Date**	**Ensure Employee Completes Onboarding by**	**Employee Deadline to Enter Hours**	**For Work Days**	**First Pay**
Dec 11	**Jan 11**	**Jan 22**	**Midnight Jan 27**	**Jan 9 - 22**	**Feb 5**

The full 2021 Payroll Schedule is available here.

5. Accessing Workday to Complete Onboarding Tasks

IMPORTANT: The **temporary** Workday credentials (issued to candidates) must be used to access Workday prior to the Hire Date (First Day of Work) as the person is not yet an Employee.

Once a person is an Employee (they have reached or are past their Hire Date), they must use their College Network Credentials (provided to them by their manager) to access Workday.

Please note that the legislated training delivered through the YOW platform (e.g. WHIMIS, AODA, SA16 Sexual Assault/ Sexual Violence Policy) can only be accessed by employees, after their First Day of Work.
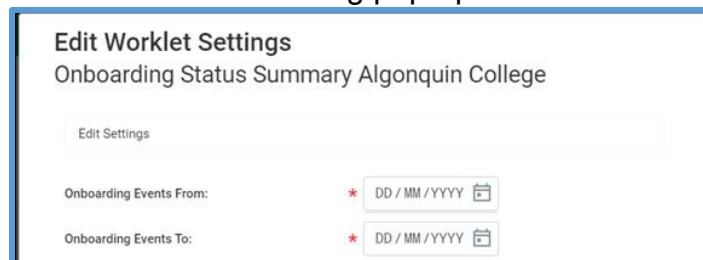
6. Onboarding Status Summary Report

Onboarding is triggered after the Terms and Conditions of Employment have been signed by the employee. **If this step is not been completed, then the employee will not receive their onboarding items in their inbox and if they are rehired, they will not receive new Terms and Conditions.**

The first time that you access the report, you will need to set up your preferred filter settings by clicking the cog on the right of the screen:
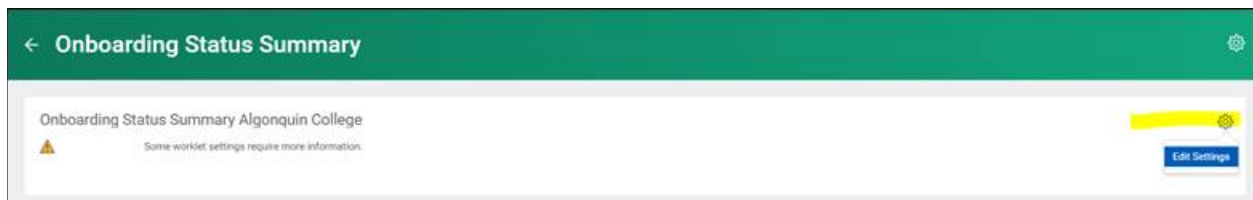
You will see the following pop-up screen to choose your settings:

If you want to change your settings, click the cog from within the report (click "Edit Settings"):

Should you have any questions:

Please contact Human Resources: humanresources@algonquincollege.com

Please contact payroll: payroll@algonquincollege.com

Thank you and Happy Holidays!