

Process for Part Time/Sessional Salary Calculations for Employees

STEP #	EXPLANATION OF THE STEP	DON'T FORGET!
1	Visit the Human Resources section of the Algonquin College website and navigate to the Salary Calculation Tool – Employee Form and download the form to your desktop.	<ul style="list-style-type: none"> - If a popup occurs asking you to allow open web content please select 'allow'. - Once the document is open it may be in a 'protected view' select 'enable editing' at the top of the document to start entering your data
3	Open the template and save to your desktop using the convention: “Chair LastName, First Name_Your LastName, FirstName_EEID_Dpt	<ul style="list-style-type: none"> - Following this naming convention is very important as you will be sending your completed templates to a third party for review and assessment. <p>For new employees: (those with no previous Algonquin College teaching hours) If you have not yet been assigned your Employee Identification number please omit at this time.</p> <p>For current employees: Identify your Chair and department as at April 1, 2018</p>
4	Review the instructions tab carefully. Once complete select the “start filling in your information” button to proceed to the employee information tab	<ul style="list-style-type: none"> - Fill in the Employee Name (with your Full Name) and Date section
5	Enter each work experience under Factor A (effective <u>original date of hire</u> with the College)	<ul style="list-style-type: none"> - It will help to be as detailed as possible! - Make sure you enter the date accurately and completely, including the day you started or finished. *Where you cannot remember the day use your best judgement to enter in an accurate timeframe. Note: your information will not transfer correctly without this information. - Be sure to enter the type of experience, employer, position held and # of hours per week (this will be used to differentiate between full time and part time work) - Important: if you are a current employee do not enter any of your AC teaching history – we will be incorporating this once we have received your completed template.
6	Enter your formal credentials under Factor B	<ul style="list-style-type: none"> - Enter in all the details of your formal qualifications including dates, status, and institution, type of qualification and length of program. - *Where you cannot remember the day use your best judgement to enter in an accurate timeframe Note: your information will not transfer correctly without this information. - Important: length of <u>standard completion</u> time is used. For example, if you completed a 4 year Bachelor’s program in 5 years please enter 4 under length of program.
7	When you have completed your data entry read the statement at the bottom of your spreadsheet and check the appropriate response	<ul style="list-style-type: none"> - Please note that this spreadsheet will form part of your employee record with the College

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8	Send in your completed document as instructed, along with a copy of your resume and formal credentials	<p><u>For new employees</u> Send your completed employee forms (with supporting documentation) to the Human Resources, Compensation Officer at: morrisc@algonquincollege.com</p> <p><u>For current employees</u> Send your completed employee forms (with supporting documentation) to the following email: stepconfirmation@algonquincollege.com</p> <p>**Important! When emailing your complete package please make sure to also include the name of your Chair/Department in the email subject line.</p>