Process for Completing the Employee Salary Calculation Form

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.	- 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: "**LastName, FirstName_YYYY-MM-DD**"	- Following this naming convention is very important as you will be sending your completed templates to AC-Compensation@algonquincollege.com for assessment
4	Review the instructions tab carefully. Once complete go to the employee information tab.	- Fill in the Employee Name (with your Full Name) and Date section
5	Enter each work experience under Factor A (effective original date of hire with the College)	- 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)
6	Enter your formal credentials under Factor B	- 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 standard completion 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	- Please note that this spreadsheet will form part of your employee record with the College
8	Send in your completed document as instructed by your Chair, along with a copy of your resume and formalcredentials to AC-Compensation@algonquincollege.com	