

Subject: Compensation for Non full-time for week of March 15-21st, 2020 Inclusive
Date: Monday, March 16, 2020 at 11:40:37 AM Eastern Daylight Time
From: administrative_staff on behalf of Toni Umerez
To: administrative_staff@sheridancollege.ca
CC: HR Records, Payroll Account
Attachments: image001.png

Dear Administrators:

This is an update of Sheridan’s procedures regarding payment for non-full time employees on during the week of March 15-21, 2020 inclusive in response to the COVID-19 Pandemic. For this week, Sheridan will pay any non full-time employee for hours they were scheduled to work, regardless of if their hours were reduced as a result of service changes.

Payment for the week of March 22-28, 2020 inclusive will be communicated soon.

Please ensure this information is distributed to anyone in your department\faculty who manages timesheets or payroll activities for non full-time employees.

Non Full-time Employee Group	Payment for Week of March 15-21st inclusive
Part-time Support Staff: Includes Regular, Temporary, Casual, Student, PNRK and Non-Teaching Academic Contracts (Unionized)	Paid if the employee was already scheduled to work during the week of March 15-21. E-timesheet required only for those without a permanently encoded schedule.
Co-op Students, Recent Graduates (Non-unionized)	Paid if the employee was already scheduled to work during the week of March 15-21. E-timesheet required only for those without a permanently encoded schedule. Please submit E-timesheet if there are changes to the permanently encoded time, and include comments in the comments column.
Full-time Support Appendix D Positions	Paid their regular scheduled hours for the day. If there are changes to their schedule please submit via a Salary Change Notice form (SCN) to absence_summary@sheridancollege.ca .
Temporary Administrative Staff Positions	Paid their regular scheduled hours for the day. If there are changes to their schedule, please submit via a Salary Change Notice form (SCN) to absence_summary@sheridancollege.ca .
Partial Load Professors Part-time Professors Sessional Professors Continuing Education Professors	Paid if the employee is regularly scheduled to work. Please submit E-timesheet if there are changes to the permanently encoded time, and include comments in the comments column.

Sincerely,

Toni

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