

Schedule 4 – Part Time & Casual Salary Schedules

“Part-time” include:

- part time staff paid through timesheets
- contracts
- TES – Temporary Employment Services

Schedule 4(a) – Part Time Non-Teaching Salary

This schedule would be used for non-teaching part time budgets. Most of the columns are self-explanatory. The “Basis of Calculation for Part Time Budget” provides two approaches for determining the budget. For example, some part time budgets may be based on basic hours needed or variable depending on the amount of revenue generated. The part-time budget may also be required to cover an absence of a full-time person. The replacement column should be completed if this is the case. Provide as much detail as possible in the Comment column to assist Finance and Human Resources in reviewing salary calculations. Once completed, the PT Salary Budget needs to be entered into the corresponding accounts in the on-line Budget Development System (BUDDE) by the Budget Developer or Budget Administrator.

These forms are not mandatory and alternative schedules may be used.