Schedule 4 – Part Time & Casual Salary Schedules

"Part-time" include:

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

Schedule 4(b)-Part Time & Casual Teaching & Worksheet

This schedule would be used for part time teaching budgets. Part time costs that are funded entirely by separate funding grants (e.g. research) would not be included. Most of the columns are self-explanatory. Since most part time teaching budgets are dependent on course load, this is the starting point for developing the budget. Completing the details of the various columns should be of assistance in calculating part-time requirements.

Furthermore, the <u>Part Time Teaching Worksheet</u> (optional) has also been provided to further break out details that may vary from course to course.

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.

Benefits:

Budget Developers are not required to calculate benefits. Benefits will be calculated and entered into the new on-line Detailed Department Budget by Finance.

The benefit rate currently projected by the Departments of Finance and Human Resources for part time salary costs is currently unchanged at 15%, including vacation pay. This rate is based on the University's actual and some global experiences. Each particular mix of staff may have actual experiences that are greater or less than the university average, however, these differences should be minor. Please advise the Finance Department of any significant variances.