

# MEMO

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**Date:** August 6, 2024  
**To:** All employees  
**Cc:** James Pede, Associate Director, Financial Operations  
**From:** Brenda Klerks, Manager, Payroll  
**Subject:** Workday Change for Statutory Holiday Pay Calculation Part-Time Employees

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Dear colleagues,

The payroll team works regularly with the Workday Support team to make enhancements in Workday, aimed at creating efficiencies and effectiveness.

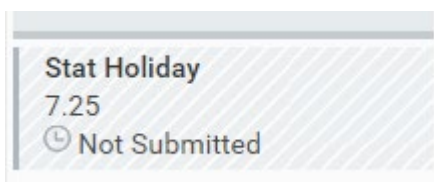
## **Purpose**

The purpose of this memo is to inform you of a change to the statutory holiday pay calculations within Workday affecting part-time employees. This update was implemented for the July 1<sup>st</sup>, Canada Day, statutory holiday pay.

Statutory holiday pay in Ontario is calculated, in accordance with the Employment Standards Act, by adding all the employee's regular wages earned in the four work weeks prior to the public holiday plus all vacation pay payable with respect to the four work weeks prior to the public holiday, divided by 20.

This enhancement will result in an automatic time entry that will record hours associated with the statutory holiday pay calculation. These hours are used to report to Employment Insurance only and may be different from what is paid. It is imperative that time entry is submitted in accordance with the payroll schedule. Managers must approve this entry to facilitate statutory holiday payment.

The system will generate the following in time entry.



Once submitted it will go to the manager for approval.

The statutory holiday pay will show as approved and paid once the payroll has been completed.

Stat Holiday

7.25 - Paid

✓ Approved

No employee should enter hours on the statutory holiday unless they worked that day.

Fixed term administrators no longer need to enter hours on the statutory holiday-the system will do the calculation based on the Employment Standards Act guidelines.

**Remaining statutory holidays in 2024 are as follows:**

Civic Holiday	Monday, August 5
Labour Day	Monday, September 2
Thanksgiving Day	Monday, October 14
Christmas Day	Wednesday, December 25
Boxing Day	Thursday, December 26

Please reach out to Julia Orr, Payroll Specialist, if you have any questions about the new process. [payroll@algonquincollege.com](mailto:payroll@algonquincollege.com)