

MEMO

DATE: August 16, 2024
TO: All Part-Time Employees
CC: James Pede, Associate Director, Financial Operations
FROM: Brenda Klerks, Payroll Manager
SUBJECT: Requesting a Record of Employment

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 the memo is to inform you of an enhancement to requesting a Record of Employment (ROE).

Managers and employees can only request a record of employment for themselves or for their employees directly to Payroll for the following circumstances.

- Semester transfers – employees who are not being terminated but have a break in earnings between contracts.
- Service Canada request – employees needing to apply for Employment Insurance E.g., layoff at other employment and Service Canada has requested a ROE from your employment at Algonquin College.

ROE requests can now be made in Workday using the Requests app.

[Create Requests - ROE.pdf](#)



Requests

Create Request

MEMO

Request Type *

× Request Record of Employment



Fill out the 'On Behalf Of' field if necessary, as well as 'Name and Employee ID.'

Select one of two options.

Select your reason for requesting the ROE.


(Required)

- Semester Transfer
- Service Canada Request

Enter last day of work.

Enter the last day of work for the employee who will be issued the ROE.

(Required)

YYYY-MM-DD 

Once you hit submit the request will go directly to Payroll for processing.

We would also like to reiterate that for Records of Employment requests for illness, maternity and parental leaves must be requested through Human Resources.

- Reach out to the Total Compensation team for maternity or paternity leaves.
- Reach out to the Employee Abilities and Wellness team for sick leaves.

Please reach out to Julia Orr, Payroll Specialist, if you have any questions about the new process - payroll@algonquincollege.com.