Step Calculations:
Employee Input Form Instructions

The data you enter on this form will be uploaded and used to determine your starting faculty salary/step at Fleming College. It is very important to fill out the form carefully and completely. Missing or incorrect information can delay your pay processing and cause errors in your salary calculation.

Guidelines:

- Complete the form in Microsoft Excel, by entering details into the blue cells.
- When entering dates:
  - List your entries starting with the most recent and go backward chronologically.
  - The "From" date should be the first day of the month.
  - The "To" date should be the last day of the month.
    - Use the date format shown on the spreadsheet. For example: 01-Apr-2006 to 30-Sep-2018
  - If your education is still in progress, leave the "To" date blank
  - If you are currently employed by an organization, enter the present date as the "To" date.
- Submit the completed form as an Excel file.

Relevant Education Information:

Education credit may be granted for relevant qualifications, including:

- Certificates, diplomas, and degrees from **accredited post-secondary** institutions
- Certified journeyperson licenses
- Professional accreditations or formal work-study programs (e.g., P.Eng., CA, CGA, CMA)
- NFPA 1041 Fire Service Instructor certification

Note: If you have other education such as seminars, courses, or workshops, please include them on your resume only.

A: Relevant Educational Information

List your formal education, dipomas, degrees and integrated work-study credentials (e.g., P.Eng, CMA, CA, CGA, Certified Journeyperson), in chronological order, beginning with the most recent.

| DATE | | Educational Institution | Credential Type | Program Length (Years) |
From dd-mmm-yyyy	To dd-mmm-yyyy			
01-Sep-2006	30-Apr-2008	University of Wherever	Bachelor of Science, Nursing	4.00
01-Sep-1996	31-Aug-1998	Fleming College	Health Information Management Diploma	2.00

> Indicate the program's full-time length in years, **NOT** the actual time it took to complete it

Relevant Work and Volunteer Experience:

- List all relevant work and volunteer experience, regardless of when it occurred.
- For each entry, under "Type of Experience", select the most appropriate description from the drop-down menu.
- If the experience was less than 35 hours per week, indicate the average number of hours worked per week (no ranges).

B: Relevant Work and Volunteer Experience

List your work experience (full-time or part-time). If part-time, include the average hours per wek (single number only, no ranges), in chronological order, beginning with the most recent.

| DATE | | Employer Name | Position Title | Type of Experience | Average Weekly Hours (If <35 hrs) |
From dd-mmm-yyyy	To dd-mmm-yyyy				
01-May-2010	31-Dec-2013	Another CAAT College	Part-Time Faculty	Post-Secondary Teaching	10.00
01-Jan-2008	30-Apr-2010	Your Town Hospital	Director of Records Management	Non-Teaching (Industry)	