



CATEGORY, STEP & EXPERIENCE DETAILS REPORTED ON EMPLOYEE PAY ADVICE

The following summary will assist you in understanding the Category, Step and Experience information reported in the “Message” section of your pay advice.

CAT – This is your category. For certified teachers, this is the category listed on the TQS card you provided the District. If you are an associated professional, this is your category assigned as per your education level in alignment with Article B.25 of the collective agreement.

STEP – This is your current step based on full years (10 months) of experience completed. Steps range from 0-10 (max) and in combination with your category determine your placement on the wage scale.

EXP – This is the amount of experience you currently have towards reaching a year and incrementing to your next step on the wage scale. The experience reported and its format is specific to the type of pay advice you received (i.e. you will not be able to view your TTOC experience days on your pay advice for your contract payroll and vice-versa). The experience reporting formats are as follows:

Contract Teacher Pay Advices (reporting the Experience Silo) – Experience is reported in “periods” (PRDS) on your pay advice (this is the accumulator in the payroll system). To determine how many **months** of experience you have you will need to divide this number by 2. For example: 12.30 PRDS, divided by 2 = 6.15 months of experience. You would then have to complete another 3.85 months of contract experience in order to increment to the next step on the wage scale.

Reminder: If you are in a part time contract, your experience earned each month is pro-rated based on your FTE. For example: If you have a 0.2 FTE contract, you will earn 0.2 of a month of experience for each month you are in the contract.

TTOC Pay Advices (reporting the C.4 TTOC Silo) – Experience is reported in “hours” (HRS) on your pay advice (this is the accumulator in the payroll system and not reflective of the actual hours worked in a day). To determine how many **days** of experience you have divide this number by 5.

For example: 150 HRS divided by 5 = 30 TTOC days. You would then have to complete another 140 TTOC days in order to reach the required 170 days to *automatically* increment to the next step on the wage scale.