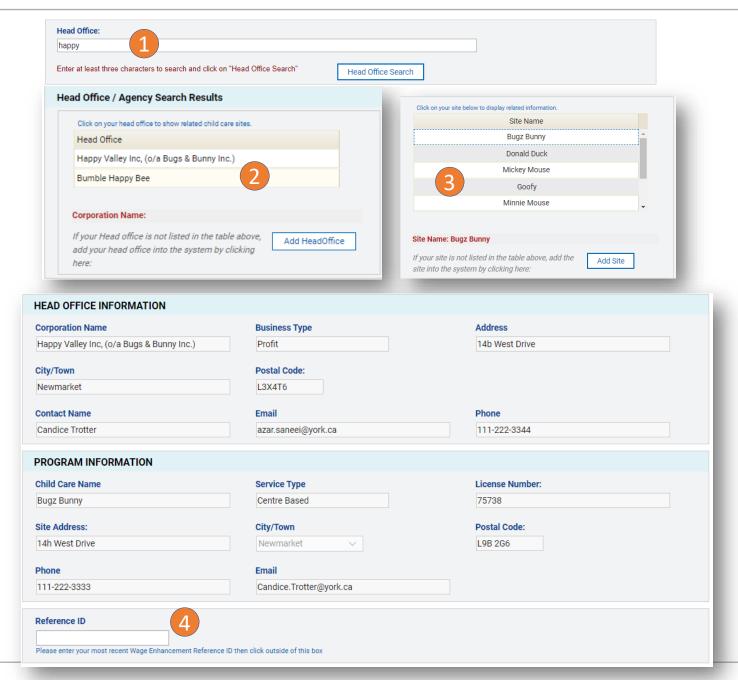
2024 STAFF COMPENSATION APPLICATION AMENDMENT USER GUIDE

WAGE ENHANCEMENT AND CANADA WIDE EARLY LEARNING AND CHILD CARE FUNDING



Search Head Office and Site Selection



- Type at least three characters of your Head Office name
- · Click on "Head Office Search"
- The enter key will not generate a search

2

- · Click on your head office name
- Click on "Add Head Office" if this is the first year applying

3

- · Click on your site name
- Click on "Add Child Care Site" if this is the first year applying or the site is not populated

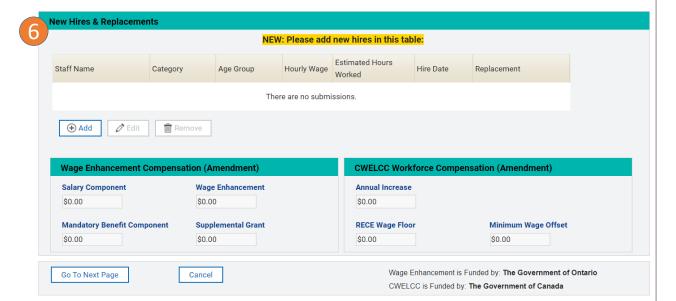
Δ

Type in your most recent 2024
 Staff Compensation Application
 Reference ID – you can find this
 in the email you received after
 submitting the 2024 Staff
 Compensation Application or
 contact your Contract and
 Funding Coordinator to request it

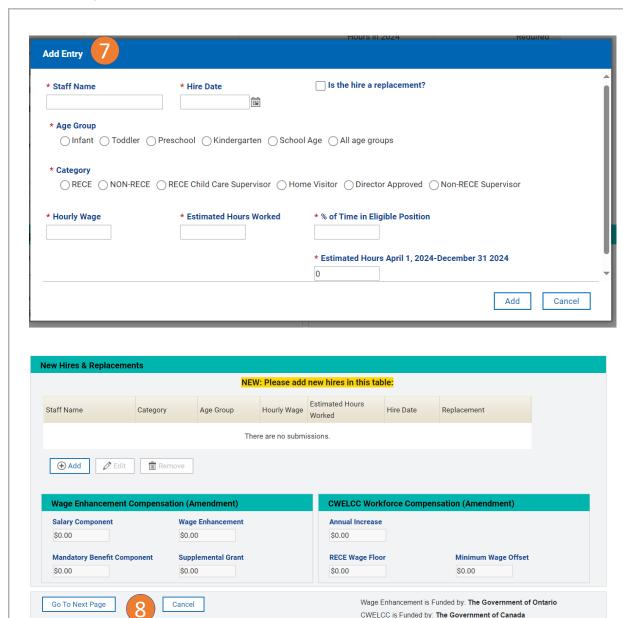
Site Information and Employee Position Details

Staff who are not eligible for wage enhancement Staff who receive a base hourly salary that exceeds \$30.58 per hour are ineligible for wage enhancement. * Number of ineligible* RECEs 0 * Number of ineligible* Supervisors 0 * Number of ineligible* Home Visitors 0 * Mumber of ineligible* Home Visitors 0 * Morkforce Compensation * Workforce Compensation * Workforce Compensation * Staff Name Category Age Group * Supervisor All age groups \$2,080 \$22.00
Number of ineligible* RECES * Number of ineligible* Supervisors 0 Number of ineligible* Non-RECES * Number of ineligible* Home Visitors 0 MPLOYEE / POSITION INFORMATION WORKFORCE COMPENSATION This section will collect staff compensation details to determine eligibility for wage enhancement, minimum wage offset, wage floor and annual increase complete this section by entering or updating position details for RECE program staff, RECE Supervisor and Non-RECE program staff. Staff Name Category Age Group Base Hourly Wage Attention Required
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Staff Name Category Age Group Hours in 2024 Base Hourly Wage Required
Dorothy Davis Supervisor All age groups 2 080 \$22.00
John State S
Linda Brown RECE Preschool 2,000 \$20.00
John Williams RECE Toddler 2,000 \$15.75 Yes
Maria Roderiguez NON-RECE Preschool 1,980 \$15.50 Yes
James Brown NON-RECE Toddler 1,980 \$15.50 Yes
Susan George (floater) NON-RECE All age groups 1,300 \$16.00 Yes
Kenneth Jackson (cook) NON-RECE All age groups 1,820 \$15.50 Yes
staff1 new hire RECE Toddler 2,000 \$15.75 Yes
staff2 new hire Supervisor Kindergarten 2,300 \$16.00 Yes

- From this page, scroll down to bottom section titled: New Hires & Replacements
- Please add new hires in this tableClick on "Add"



Employee Position Details



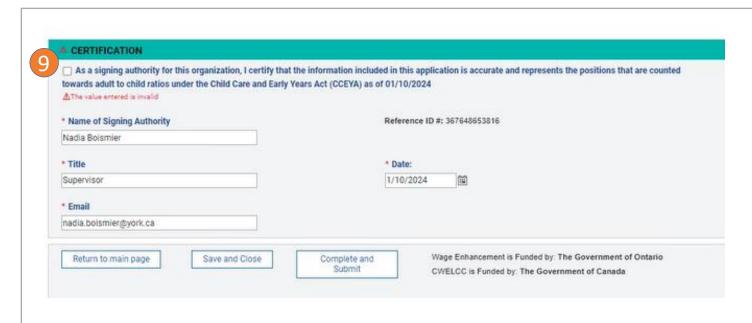


- Add any new and/or replacement position information to this screen accordingly
- Add the staff name, their hire date (date should be after your 2024 Staff Compensation Application submission), age group and position category
- Add the hourly wage, estimated hours worked from their hire date to the end of the year and the % of time in an eligible position.
- For Non-RECE positions (Non-RECE, Director Approved or Non-RECE Supervisor), estimated hours from April 1, 2024 to December 31, 2024 is required to calculate Minimum Wage Offset
- · Click on "Add"



 Add each new record accordingly and then select "Go To Next Page"

Certification and Submission





- The individual who has signing authority must certify and submit this application
- If you wish to save and continue your application at a later time, click Save and Close. Be sure to write down your new Reference ID so you can load and complete your application later
- Click Complete and Submit once you are finished the application

York Region