Pay Schedule

Payroll processing occurs on a semi-monthly basis (two times per month). Your pay for the period from the 1st to the 15th of the month is paid on the 25th day of the month. Your pay for the period from the 16th to the end of the month is paid on the 10th day of the following month. Paydays are normally on the 10th and 25th of each month. However, if the 10th or 25th day of the month falls on a weekend or statutory holiday, the payday will then be the business day before.

Employee ID Number/User Name/Password for TheLoop

When your employee record is created, you are assigned a 9 digit Employee/ID number. (If you had ever been a student at Red Deer Polytechnic in the past, the number is the same number as your 9 digit Student/ID Number.) If you had never been a student, and a brand new ID Number is assigned, you should also be assigned a Username for TheLoop. If you are new or have forgotten your password you will need to setup a new password. Go to https://password.rdc.ab.ca in a web browser and enter your Username. You will receive an email to the personal email address you have on file with Red Deer Polytechnic with a link allowing you to set up a new password. Follow the on screen instructions. You can access TheLoop through the Red Deer Polytechnic website (www.rdpolytech.ca).

Pay Stubs/T4 Slips (Only available through Employee On-Line Services via TheLoop)

You can only access and/or print your Pay Stub or T4 information/summary sheet through TheLoop, by choosing Online Services, and then Employee, and then Pay Information (for pay stubs) or Tax Forms (for your T4). Please note that TheLoop access is the ONLY method for you to review/retrieve and print your pay stub(s) and T4 slip!

Identification Card

The Red Deer Polytechnic iCard is the most important piece of identification you will have while you're at the Polytechnic – plus it offers more. The iCard serves as your staff I.D., provides you Library access, and can even serve as a cashless method of payment at a variety of locations on campus. These include The Bookstore, The Marketplace, food service kiosks, The Far Side, The Lift, select photocopiers and vending machines. Simply 'load' value onto your iCard at the Cashiers’ counter using cash, cheque, credit or debit card and then use your card anywhere it's accepted on campus! Visit TheLoop > Services > iCard for information on how to obtain your iCard.
Requirement to Complete ONBOARDING

(Through Blackboard Access via TheLoop)

Within the first month of your employment, you must complete the phase 2 (Connect) onboarding module. Please complete the Occupational Health and Safety (OHS) Training, WHIMIS Training course, Policy Training, Digital Risk Training and Respect in the Workplace, found in Blackboard under the heading My Courses, ONBOARDING. Employees will be sent meeting invitations to attend onboarding phase 1 (Discover), and phase 3 (develop). If you require further information please contact the People and Culture at (403)356-4912.

Vacation Time

If your employment contract indicates that you earn vacation time, your paid vacation time is earned while you work, each semi-monthly pay period. If you earn 20 days of vacation, you earn a pro-rated portion of vacation each semi-monthly period of active employment, and at the end of 1 year of continuous active employment, you would have earned your full 20 day vacation allotment. Vacation requires pre-approval of your supervisor, and can be requested to be taken if an employee has earned enough vacation time to cover the absence.

In order to request vacation time off, please use the Request Time Off page, found in via On-Line Services, Employee, Employee Dashboard in the My Activities section. The vacation year runs from July 1st of one year to June 30th of the next, for department planning purposes, vacation/absence reporting cycles, and for financial reporting.

Absence/Vacation Reporting

(for employees who do NOT submit timesheets to payroll)

If you are a salary-paid employee within Faculty, AUPE, or CUPE, or Exempt Administration, your paid absences (casual sick time, compassionate leave, etc) are required to be reported to your supervisor, and also recorded/submitted on the appropriate Leave Report on the Employee Dashboard, via your On-Line Access through TheLoop. Each absence or paid vacation (if you earn paid vacation time) must be reported on the Leave Report during the pay period in which the absence occurs. Please access TheLoop to find the employee manual for instructions on how to report your paid absences. The employee manual is found on the People and Culture Tab, under the Absence and Vacation Reporting Channel.
Online Timesheets

If you are a timesheet-paid employee within AUPE, CUPE or Exempt Administration, your hours of work must be recorded each pay period in your electronic timesheet found on the Employee Dashboard, via your On-line Access through TheLoop. The employee manual is found on the People and Culture Tab, under payroll Information.

Parking

If you would like to park on-campus, you will need to apply for a parking pass. To apply for parking please click here. Or https://rdpolytech.ca/about/contact-us/parking and click on the apply now button.

Please note that the log-in for your parking is not your loop account and you may need to reset your password or create a new user.

Parking instruction will be available online through the loop. Permits can be purchased on a monthly basis or consecutive months until the end of the academic year. It is the responsibility of all staff to renew your parking permit on time or risk losing your stall.

Renewal and Confirmation emails will be sent throughout the month of June via from the parking system (notify@venteksys.com)

Record of Employment

If your employment status is term certain, casual, sessional or part-time, or if your employment contract ends, a Record of Employment will be issued to Service Canada electronically after your final pay is processed. The Record of Employment is available to you on-line through your My Service Canada Account (MSCA).