HUMBER

HRMS GO LIVE

Affected Process: **Future Process for Absence Recording and Management**
Activities Impacted: **Requesting/Recording/Accruing Absences**
Users impacted: **All Full-Time Employees**

Absences: Vacation Accruals
(Full-Time Support & Full-Time Administration Employees)

Aug
05

From August 5, vacation will be accrued every pay period (bi-weekly) _during_ the year, rather than _given as a lump sum after_ the vacation year.

Accruals are calculated based on an employee's annual vacation entitlement. For example an employee entitled to 15 vacation days annually will start accruing at a rate of 15 days over the year's 26 pay periods or 0.577 days per pay period (15 ÷ 26).

On August 5, employees will receive their full entitlement of vacation days they would have accrued from the start of this vacation year and it will be added to their vacation banks and ready for use. For Administrative employees, that includes all of the vacation days accrued from September 2018 to August 2019. For Support Staff, that includes all of the vacation days accrued since July 1, 2019.

From August 5, employees are expected to request absences, including vacation, on HRMS. Managers are required to review, approve or reject absence requests from their direct reports on HRMS.

Absences: Sick Balances
(Full-Time Support, Full-Time Administration, & Full-time Academic Employees)

Aug
05

From August 5, sick days will be front loaded as with the current practice.

Note: On August 5, vacation and sick balances will not be available for viewing on the HRMS. June and July attendance information will be updated in HRMS by HR and once completed, vacation and sick balances will be viewable. We anticipate these balances to be uploaded by the end of September. In the meantime any questions you have regarding sick and/or vacation balances should be directed to the HR Support Centre by dialing ext. 5001.

Questions?
Contact:

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HUMAN RESOURCE MANAGEMENT SYSTEM
INSPIRING PERFORMANCE