HUMBER

HRMS GO LIVE

Affected System: **Existing Process for Absence Recording and Management**
Activities Impacted: **Requesting/Recording Absences**
Users impacted: **All Employees**

All Absences (e.g. Vacation, Sick, Paid/Unpaid)
FT Academic, FT Support, FT Administration

July 31

Up until July 31, existing processes for requesting/recording absences must continue to be used.

All absence recording sheets for July must be submitted to HR by August 12, and will be entered into the HRMS by HR.

Aug 01

From August 1 onwards, all absences must be entered on the HRMS. Employees must log in to the HRMS via Employees Direct Access (EDA) when the system goes live on **August 5** to enter absences.

Managers must review/approve absences via Managers Direct Access (MDA) from **August 5** onwards.

Absence balances will not be accessible on the HRMS immediately upon go live. HR will communicate further once balances are available for viewing.

Paid, Unpaid & Sick Absences (as applicable)
Appendix D; Clinical; Continuing Education; Contract Training; Music Coaches; Partial Load; Ignite Staff; PT Support; Persons with non-recurring contracts (over 24 hours); PT Professors, Sessional, PT Admin; Student Workers

July 31

Up until July 31, existing processes for requesting/recording absences will continue.

All HRIN forms with absences must be submitted to HR as soon as the absence occurs.

Aug 05

From **August 1** onwards, all absences must be entered on the HRMS. Employees must log in to the HRMS via EDA when the system goes live on **August 5,** to enter absences.

Managers must review/approve absences via MDA from **August 5** onwards.

Delegate access to timecards will be available to enter/edit and/or approve absences.

Long Term Leaves – Contact your HR Business Partner

Questions?
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HUMAN RESOURCE MANAGEMENT SYSTEM
INSPIRING PERFORMANCE