HUMBER

PROCESS CHANGE NOTICE

HRMS GO LIVE

Affected Process: **Recruitment: Creating Contracts**
Activities Impacted: **Recruiting Non-Full-Time Workers**
Users impacted: **Hiring Managers/Delegates, Non Full-Time Instructors**

Recruitment: Creating Contracts for Non Full-time Workers
(Partial Load, Sessional, Clinical, Continuing Education, Part-time Instructors)

Aug 05

From August 5 onward, all contracts created for non full-time workers within HRMS, for those workers that are paid on assignment (automatically), must indicate a **contract start date of Monday** for the week and a **contract end date of Friday** for that week, even if the first scheduled day of work (in person or remotely) of the non full-time worker doesn't start until the middle of that week.

For example: If a non full-time worker has a scheduled start date that falls on the Wednesday of the week (i.e. August 14, 2019), the contract must indicate a contract start date that begins on the Monday of that same week (i.e. August 12, 2019). If a non full-time worker has a scheduled end date that falls on the Wednesday of the week (i.e. August 21, 2019), the contract must have an end date on the Friday of that week (i.e. August 23, 2019). If the scheduled start or end dates of employment (in person or remotely) correspond to the Monday and Friday contract dates, then no other action is required.

Note: This new process for entering contracts using the HRMS to start and end on Monday and Friday must be followed as it will affect the accuracy of the worker's pay.

Recruitment: Creating Requisitions for Non-Full-Time Semester Contracts
(All Employees who Require Contracts)

Aug 05

Managers and/or Delegates who are creating requisitions for non full-time contracts on a semester basis will create one requisition for each contract type, for every department (Org) that contract employees will be hired into. These requisitions can then be duplicated and updated with the new department (Org) on each requisition. It is also recommended to update the requisition title with each department (Org) so that easy differentiation is possible amongst requisitions.

For example, if a faculty is hiring 20 people on Partial Load Contracts in 4 different departments (Orgs), at the beginning of the semester, the Manager and/or Delegate will need to create/copy 4 Partial Load requisitions with the corresponding department (Org) identified on each requisition.

** Department (Org) = the 'Organization' from the FOAP*

Recruitment: Recording Scheduled Hours that Vary with Hours on Contracts
(Non-Full-time Instructors: Continuing Education, Partial Load, Sessional and Clinical Instructors)

Aug 05

From August 5 onward, all non full-time employees with hours that do not correspond with contracted hours, Managers and/or Delegates who are creating contracts with a start date of August 5, will create time cards for the weeks that the hours worked by the employee differ to that on the contract.

Managers and/or Delegates will create the time card on HRMS (once the contract is uploaded by HR), adjust the hours worked on the time card, and approve the time card on HRMS. This should be done for all the weeks where there are variances in the employee's schedule.

When adjusting hours on the time card, the Manager and/or Delegate will select the option 'Unpaid Leave' and include a comment to indicate this is an unpaid leave due to a variance in the employees schedule. **Reading weeks as indicated on the academic calendar will be automatically placed on a "0" hour schedule.** Managers and/or Delegates will create and approve the time card on hours worked during reading week.

Questions?
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HUMAN RESOURCE MANAGEMENT SYSTEM
INSPIRING PERFORMANCE