

## HRMS GO LIVE

Affected System: **Time Management System (TMS)**

Retirement Date: **July 19, 2019**

Activities Impacted: **Time Entry by Employees and Approval for Employees Who Submit Time Cards**

# SYSTEM CHANGE NOTICE

**The Time Management System (TMS) will be retired on July 19.**

Employees and Departments who typically access the TMS to enter, edit or approve time will no longer be able to do so after July 19. Due to systems switch over, payroll processing may be delayed.

### Employee Groups Impacted:

FT Support; Appendix D; PT Academic and NFT Instructors; Contract Training, Truckers, Music Coaches, PT Librarians and PT Counsellors; PT Support; Persons with non-reoccurring contracts (over 24 hours); Student Work, PT Admin (Hourly), Ignite Elect, Appendix G, Summer Students

**July**

**19**

Employees who typically enter time in the TMS, must enter their estimated time for **July 19 to August 3 in advance, for these dates, and have it approved by July 19.**

Any revisions, exceptions to hours after July 19, will have to be updated using a HRIN form/Timesheet and sent to HR for processing.

**Aug**

**05**

From **August 5** onwards, exception time (i.e. overtime, on call, evening/midnight shift premiums) must be entered in the HRMS. Exception time for **August 4**, must be kept and entered in the HRMS after go live on **August 5** onwards.

Departments must review and approve time entries in the HRMS.

Consult the Payroll Calendar for approval deadlines.

### Employee Groups Impacted:

FT Academic; PL Professors; PT Academic; NFT Instructors; Sessional, Clinical, CE, PT Instructors

**Aug**

**03**

Up until **August 3**, departments must submit HRIN forms for exception time to HR.

**Aug**

**05**

From **August 5** onwards, exception time must be entered in the HRMS. Exception time for **August 4**, must be kept and entered in the HRMS after go live on **August 5** onwards.

Delegate roles (roles that support time management – entry and approval activities) must be assigned by Managers on August 6 in order for these roles to support time management for departments

### Questions? Contact:

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