

HRMS GO LIVEAffected Process: **Time Management**Activities Impacted: **Time Entry and Approval**Users impacted: **All Employees Who Submit Time Cards and All Managers and Delegates who Approve Time Cards****CHANGE NOTICE****Entering Time on Time-cards
(All Employees Who Enter Time)****Aug****05**

From August 5, employees will be entering time on HRMS. Employees will be entering their **start and stop times** on the time-card, i.e., the time when they begin working and the time they stop working.

Employees who work more than 5 hours, 30 minutes for break will be automatically deducted from the hours worked. Employees who work for more than 7 hours of work, 60 minutes for a break will be automatically deducted from the hours worked. The hours deducted are not paid hours.

Recording Shift Premium Schedule Hours**Aug****05**

From August 5, employees previously on shift premium schedules will now enter their shift premium time on time cards on HRMS.

Managers or Manager Delegates will view, approve or reject the shift premium time-card on HRMS

Note: More information about training on this process will be communicated nearer to the 'Go Live' date .

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