

Overview – Employee Perspective

Who Does What on HRMS

You have to be an active employee or have an active contract to be able to access the HRMS

Release 1: Dated: 5 Aug 2019

What Employee Groupings Can/Can Not Do On The HRMS				
Personal Information	Benefits	Time	Absence	Pay
FT Admin, NFT Admin working FT Hours, Ignite Staff				
Can view and edit information on HRMS	Can view and update Benefits on HRMS	Not Applicable - Do NOT enter hours on HRMS	Enters Sick and Vacation Leave on HRMS	Can view and download Pay Slip on HRMS
Full-time (Academic)				
Can view and edit information on HRMS	Can view and update Benefits on HRMS	Not Applicable - Do NOT enter hours on HRMS	Enters Sick and Vacation Leave on HRMS	Can view and download Pay Slip on HRMS
Full-time (Support)				
Can view and edit information on HRMS	Can view and update Benefits on HRMS	Enters hours that are not regular (Exception Time – e.g. overtime) on HRMS	Enters Sick and Vacation Leave on HRMS	Can view and download Pay Slip on HRMS
Appendix D				
Can view and edit information on HRMS	Can view Pension information on HRMS	Enters hours that are not regular (Exception Time – e.g. overtime) on HRMS	Enters Sick and Vacation Leave on HRMS	Can view and download Pay Slip on HRMS
Partial Load Employees Who Are Paid Automatically (On Assignment), Based On An Approved Contract				
Can view and edit information on HRMS	Can view and update Benefits on HRMS	Do NOT enter hours – Follow current practice of informing Department/Faculty and someone with Time Editor access will edit their hours	Enters Sick Hours on HRMS	Can view and download Pay Slip on HRMS

What Employee Groupings Can/Can Not Do On The HRMS

Personal Information	Benefits	Time	Absence	Pay
Employees Entering Hours on Time Cards (Positive Time Entry) (PT Support, NFT Admin working PT Hours, Student Employees, Work-study Students, non-recurring contracts (over 24 hours), Contract Instructors, Contract Instructors (Truckers), Music Coaches, Ignite Elect, Appendix G, NFT Librarians, NFT Counsellors)				
Can view and edit information on HRMS	Can view Pension information on HRMS	Enters Time (Hours Worked) and Exception Time (e.g. overtime) on HRMS	Enters Paid and Unpaid Leave on HRMS	Can view and download Pay Slip on HRMS
NFT Employees Who Are Paid Automatically (On Assignment), Based On An Approved Contract (Continuing Education Instructors, Sessional, Sessional Librarians, Sessional Counsellors, PT Instructors, Clinical)				
Can view and edit information on HRMS	Can view Pension information on HRMS	Do NOT enter hours – Follow current practice of informing Department/Faculty and someone with Time Editor access will edit their hours	Enters Paid Leave on HRMS. Unpaid Leave is entered on their behalf by a Time Editor role on HRMS	Can view and download Pay Slip on HRMS

Visit hrs.humber.ca, click on the **Knowledge Base** icon, then, click on the **Resources** tab at the top right hand corner of the web page. On the Resources page, click on the **Employee Playbook**.