

Who Does What on the HRMS?



Different Roles Can Do Different Things on the HRMS - Understanding Access

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Employee Groupings

FT Admin, NFT Admin working FT Hours, Ignite Staff

Full-time (Academic)

Full-time (Support)

Appendix D

Partial Load Employees Who Are Paid Automatically (On Assignment), Based On An Approved Contract

Employees Entering Hours on Time Cards (Positive Time Entry)

(PT Support, NFT Admin working PT Hours, Student Employees, Work-study Students, Project of a Non-Recurring Kind (PNRK) - non-recurring contracts (over 24 hours), Contract Instructors, Contract Instructors (Truckers), Music Coaches, Ignite Elect, Appendix G, NFT Librarians, NFT Counsellors)

NFT Employees Who Are Paid Automatically (On Assignment), Based On An Approved Contract

(Continuing Education Instructors, Sessional, Sessional Librarians, Sessional Counsellors, PT Instructors, Clinical)

What Employee Groupings Can/Can Not Do On the HRMS

Personal Information	Benefits	Time	Absence	Pay
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
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
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
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
Can view and edit information on HRMS	Can view and update Benefits on HRMS	Do NOT enter hours Follow current practice of informing Dept/Faculty and someone with Time Editor access will edit their hours	Enters Sick Hours on HRMS	Can view and download Pay Slip on HRMS
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
Can view and edit information on HRMS	Can view Pension information on HRMS	Do NOT enter hours Follow current practice of informing Dept/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