

MEMO

Date: March 25, 2020

From: Human Resources & Organizational Effectiveness,
Humber College Institute of Technology & Advanced Learning

Subject: REVISED As of March 25th - Summer 2020 Semester Start Up –
Contract Administration Important Dates and Timelines

Managers and Hiring Manager Delegates,

Further to the evolving COVID- 19 situation and recent changes in timelines and deadlines for the Summer 2020 semester we have made some revisions to dates and deadlines.

These changes are related to contract administration on the Human Resource Management System (HRMS). This memo will highlight details pertaining to Non Full-Time job requisitions, completing contracts, contract approvals and deadlines all with the goal of completing the contract administration steps on time and accurately to meet the revised and required payroll processing timelines.

Non Full-Time Job Requisitions:

Faculty (teaching) contracts for the summer semester cannot be created using the job requisitions from the fall or winter semester. New job requisitions must be created for summer faculty (teaching) contracts.

Contract Dates & Deadlines:

1. HR will begin inactivating all job requisitions for the fall and winter semesters beginning **Monday, April 6, 2020**. If there are any fall or winter job requisition(s) that need to remain active, please contact your HR Coordinator via email by, **Friday, April 3, 2020**.

NOTE: Starting beginning Monday, April 6th HR will inactivate the job requisitions for the fall and winter semesters, the owners of the job requisitions will receive an email notification that will indicate, "The requisition has been filled". No action is required upon the receipt of this notification.

2. All contracts for the summer semester should be submitted to HR for approval **no later than Wednesday, April 22, 2020**. This is to allow time for the contracts to be approved, extended, accepted by the candidate and processed by HR to ensure timelines are met for the start of the summer semester. We understand there may be circumstances where this deadline might not be possible based on enrollment fluctuations. HR will work with the faculties/departments to ensure we are taking the necessary steps to get the contracts processed in time for the employee's first pay.

Important details to remember when creating contracts:

- When creating a job requisition in HRMS, under the 'Recruiter' field please select your appropriate HR Coordinator.
- To avoid duplicate candidate profiles, it is important to search for the candidate in HRMS under the 'Talent Acquisition' tab and then click in 'Recruitment' prior to asking the candidate to create a profile. This is to ensure there is no delay in processing a contract for a candidate under the wrong/duplicate

profile. For step by step instructions please visit the HRMS Knowledge Base on how to complete a [Candidate Search](#).

- Candidates who are external and have not worked at Humber College or University of Guelph-Humber must create a profile on the external career portal prior to an offer being created. Please access the HRMS Knowledge Base for step by step instructions on [Creating a Profile](#).
- To ensure you complete all the required fields for the job offer correctly please use the [Recruitment Offer Matrix](#). The Recruitment Offer Matrix can be found on the HRMS Knowledge Base, under the 'Resources' tab page, scroll to the Process Support Documents section on the page to access the [Recruitment Offer Matrix](#).

Important note:

- HR approves and extends offers to candidates. Managers and Delegates cannot extend offers. If a Manager/Delegate extends the offer to the candidate this may cause a delay in processing the contract and payment and re-extending the offer to the candidate.
- Once the offer has been extended and received by the candidate, they will have five (5) business days to accept their offer.
- **Resources:**
 - Detailed information and step by step instructions on [Non Full-Time Recruitment](#) process can be accessed on the HRMS Knowledge Base.
 - Onboarding activities to be completed by the employee and Manager/Delegate, can be found on the HRMS Knowledge Base, under the 'Resources' tab page, scroll to the Process Support Documents section on the page to access the [Onboarding Checklists](#).
 - To access a list of HR Coordinators and/or HR Generalists please visit the HRMS Knowledge Base under the 'Resources' tab and scroll to the Process Support Documents section to access the [HR Coordinators and HR Generalist contacts](#).
- **Reminders:**
 - Onboarding: Please note the onboarding process is initiated by HR for activities that need to be completed within HRMS. In addition to HRMS onboarding there are onboarding activities that occur outside of HRMS such as the ITS onboarding process. Once the new employee is 'hired' in HRMS, Banner will generate their login credentials and the employee's manager will receive an email notification that will include the employee's username (generally their 'N' number).

The Manager or Department Liaison will be able to complete the ITS Onboarding form to provision the required access. To access the ITS form visit ITS [On-board a NEW Humber Employee](#).
 - An employee's 'N' number cannot be generated until a contract has been created, approved by HR, extended and accepted by the candidate, and processed by HR. It generally takes 24 hours for the 'N' number to be generated once HR completes the hiring recruitment process. The candidate's status in HRMS in Recruitment will change to 'Hire/HRIS'.

- If the full contract process is not completed for a new Humber employee before day one of their employment, the employee will not have access to required systems (ex. Blackboard, Email)
- Contract Revision - It is **important** that you follow the instructions outlined in the HRMS Knowledge Base when creating a revised offer:
 - [Create a Revised Offer with A Change in Person Type](#)
 - [Create a Revised Offer with No Change in Person Type](#)

Requirements to ensure contract approval by HR:

- ✓ Ensure Work Study approval form is attached with your offer for HR approval. For additional information on Work Study contract dates, please visit the [Career Services](#) website.
- ✓ All Humber/University of Guelph-Humber student employees who are eligible to work more than 24 hours for the summer semester are to be placed on an 'Appendix G' requisition.
- ✓ Complete the [Part Time Support Collective Agreement Rate](#) field.
- ✓ Use student grid for all new student hires.
 - All new Humber/University of Guelph-Humber student employees are to be hired using the pay grid titled 'Students'
 - All returning Humber/University of Guelph-Humber student employees who have received a 1.5% pay increase on January 31, 2020 are to be paid on the appropriate 'SR' pay grid.
- ✓ Use a [Monday as a start date](#) and [Friday as an end date](#) for all Non Full-Time faculty (teaching) contracts, Admin Full-Time temporary contracts and Appendix D contracts.
- ✓ Complete the [Pay Basis](#) field correctly.
- ✓ Use the correct requisition for the position type.
- ✓ Ensure the end dates are filled and in the [correct field](#).
- ✓ Fill in the [Assignment Number being revised](#) field.
- ✓ Ensure you select the correct revised contract.
- ✓ Include a rationale for hire on all teaching offers.
- ✓ Include only your HR Coordinator as the approver.
- ✓ For all revised contracts, set the [revised contract field](#) to 'Yes' and select a 'Rationale for the revision'. Include the assignment number being revised.
- ✓ Leave 'Position Number' field blank for all Non Full-time contracts.

****New**** [Important Dates announced by Humber](#)

Summer 2020 Start – Tuesday, May 19th

Summer 2020 End – Friday, August 14th

For additional information on the COVID-19 and updates released by the College please visit [Humber Updates and FAQs page](#).

Please reach out to your appropriate HR Coordinator for questions or if you require further assistance.

Thank you.