

Part-time Support Collective Agreement HRMS Updates Go-Live

SYSTEM UPDATE NOTICE

Update Date: August 3, 2020

Activities Impacted: Part-time recruitment for Non Recurring over 24 hours, Part-time Support and Student Work employee categories.

Non Recurring over 24 hours, PT Support and Student Work employee categories will be retired on July 17.

Departments will no longer be able to create employment offers for the three (3) retiring employee categories. These categories will be replaced with new and updated employee categories starting **August 3**. The new employee categories will include Regular Part-Time Support (RPT), Temporary Part-Time Support (TPT), Casual Part-Time Support (CPT), Support - Project of a Non-Recurring Kind (PNRK), Student Employee and Non Full-time (NFT Part-time) Excluded.

[Click here](#) to view more information regarding the new employee categories.

Employment offers being worked on now for the three (3) retiring employee categories must be submitted for approval within the HRMS by **July 13** for HR processing.

Employment offers starting up to and including July 17

Employment offers must be submitted for approval within the HRMS by **July 13**.

Employment offers submitted for approval in the HRMS, will be approved and extended by HR.

Employment offers starting July 18 up to and including Aug 3

Hiring Manager or Delegate must create a spreadsheet which captures the following information:

- Candidate's Name
- Department
- Date of Hire
- [New Employee Category](#) they will belong to

Email the spreadsheet to [Eloise Etcubanez](#) and [Kayla Small](#).

Contracts starting on or after Aug 4

Hiring Manager or Delegate must use the spreadsheet to enter the employment offers in the HRMS by **August 7** for HR Processing.

Questions?

Contact: [HR Coordinators or HR Generalist](#)