

To: Managers and Delegates

Date: Friday, July 3, 2020

Subject: Part-time Support Collective Agreement (PTSCA) Go-Live and Cutover Communication

Hello,

As part of our continuous improvement for the Human Resource Management System (HRMS), our team has been working hard towards the introduction of new employee categories within the HRMS, which align with those listed in the Part-Time Support Staff Collective Agreement. These improvements will help us meet and support our obligations under the Part-Time Collective Agreement. The changes will Go-Live within the HRMS on August 3, 2020.

Starting July 17, the following three (3) current employee categories will be retiring within the HRMS; Non Recurring over 24 hours, Part-time Support and Student Work. Departments will no longer be able to create employment offers for the three (3) retiring employee categories and must select one of the six (6) new and updated categories listed below.

For existing employees who are currently in one of the retiring categories, we will convert their profiles to a new employee category, and send them a targeted communication, before August 3, that summarizes the change to their profile and any impacts that may cause to them.

To prepare for Go-Live and ensure a smooth transition, there will be a system freeze period beginning the end of business day on July 17 and lasting until August 3. During this time, no new employment offers can be created for the (3) retiring employee categories. [Click here](#) to view complete details regarding the freeze period. It is important to note all dates and deadlines in order to ensure successful processing of employment offers by HR and to ensure no disruption in Payroll.

The following six (6) new employee categories will be introduced within the HRMS on August 3, to align with the collective agreement:

- 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
- Non Full-Time (NFT Part-Time) Excluded

- This category has been established for those on our payroll who are excluded from the bargaining unit (e.g. IGNITE employees, Co-op Students and Students in Internships)

Starting August 3, existing employees will notice an update to their employee category within the HRMS and new Part-Time Support Staff candidates will receive offer letters informing them of their employee category. The offer letter will also provide information about the Part-Time Support Staff Collective Agreement, which sets out their terms and conditions of employment. The system will also enable Part-Time Support Staff to enter new time elements in Time and Absence areas within the HRMS, and much more.

Thank you for your patience and continued support through this implementation.

If you have any questions regarding this communication, please contact your [HR Coordinator or HR Generalist](#).

Thank you!

