


**KNOWN ISSUE**
**HRMS KNOWN ISSUE**

<b>Module Affected:</b> Absence	<b>Process Affected:</b> Adding new unpaid absence types for Part-time Support Staff (PTSS) employees with <u>Multiple Assignment</u>
<b>End User/s Affected:</b> Part-time Support Staff (PTSS)	<b>Date:</b> March 26, 2021

**KNOWN DEFECT DETAILS**

<p><b>Known Issue:</b> Part-time Support Staff (PTSS) employees with <u>Multiple Assignments</u> are unable to add the new absence types for themselves within the Human Resource Management System (HRMS).</p> <p>The impacted absence types that are:</p> <ol style="list-style-type: none"> <li>1. Pregnancy Leave PT Sup</li> <li>2. Parental Leave PT Sup</li> <li>3. Parental Extended PT Sup</li> </ol> <p>Managers are also unable to add the absence types listed above on behalf of the PTSS employees with Multiple Assignments.</p>	<p><b>Workaround:</b> Part-time Support Staff (PTSS) employees with <u>Multiple Assignments</u> are requested to contact the HR Support Centre to initiate a request to Human Resources (HR) for adding these absence types on their behalf.</p> <p>There are three ways to connect with our HR Support Centre:</p> <ol style="list-style-type: none"> <li>1. Call us at ext. 5001 from a Humber phone line or dial 416.675.5001</li> <li>2. Chat with us at <a href="https://humber.ca/hrchat">humber.ca/hrchat</a></li> <li>3. Submit an e-form at <a href="https://humber.ca/hrinquiry">humber.ca/hrinquiry</a></li> </ol>
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