



With HRMS, reliance on HR personnel and other staff members to complete HR transaction or provide information, will be significantly reduced. The HRMS has a lot to offer from a Manager’s perspective (MDA) and/or an Employee’s perspective (EDA), with built in help to guide you as navigate the system.



Manager Direct Access (MDA)

The ability to initiate, perform and execute a range of employee related actions for your team.

- ✓ View team – see details for each team member, including demographic data and emergency contacts
- ✓ View and approve requests for vacation, sick day and other leaves of absences
- ✓ Staffing – complete requisitions, send offers electronically to candidates, and more
- ✓ View standard & custom reports
- ✓ Built-in alerts and notifications



Employee Direct Access (EDA)

The ability to take action on some HR activities related to you.

- ✓ View and update your personal information
- ✓ View and update benefits elections
- ✓ Initiate absences – vacation, sick day, time entry, and more
- ✓ View skills & qualifications and update them
- ✓ Add and edit emergency contacts
- ✓ View pay slip



Oracle Guided Learning + Knowledge Base Articles

Guided learning provides you and your team with in-app guidance to accelerate end user adoption.

- ✓ An easy learning solution within HRMS
- ✓ Step-by-step guidance while you perform real-time transactions
- ✓ Just-in-Time training so you access the information, when you need it
- ✓ Plus, knowledge base articles to allow for offline access to information

Keep a lookout for our upcoming communicate announcements where we will be sharing more details with you regarding upcoming events, training sessions and the Go-Live date.

HRMS Team

**Have you missed our previous announcements?
Don't know what HRMS is?**

The Human Resource Management System (HRMS), is a new Human Capital Management fully integrated, cloud based system that will replace Humber's existing legacy system. The new HRMS will serve as a central source of information for all HR related processes and programs, making it accessible to staff, faculty and other stakeholders through their computer, on or off campus.

Once deployed, the new HRMS provides access to core HR functions, based on your profile as a manager or an employee. Some functionality includes:

- Entering and tracking attendance
- Benefits enrollment
- Entering and approving time
- Talent management (Which includes Recruitment)

And much more!

This would allow HR to:

- ✓ Become Better business partners to faculties and departments
- ✓ Deliver real-time data & information that will improve decision-making
- ✓ Have enhanced reporting capability
- ✓ Streamline processes to enable faster transactions

For managers and employees, the direct access functionality will become the new way of interacting with HR giving you the flexibility, autonomy and a sense of ownership for a better overall manager and employee experience.

As we get ready to 'Go Live' all impacted stakeholders will be receiving training information to ensure that the transition to the new HRMS is easy and seamless.

To find out more about the HRMS, contact the HRMS Change Management Team at HRMSChangeTeam@humber.ca

