

HRMS

5

TOP  
TOPICS  
of the  
WEEK



## #1 RECRUITMENT NFT CONTRACTS

Some requisitions were not getting approved on HRMS due to missing details on the requisition which were mandatory. On the requisition, the following are mandatory fields for **contract requisitions**:

Requisition Title  
Department (ORG)  
Organization  
Location (Campus)  
Job Family  
Number of Openings (Unlimited)  
Position Type  
Justification  
Department (Title)  
Recruiter – HR Coordinator

Use the OFFER MATRIX, which is available on the Knowledge Base when creating contracts

#2

## TIME ENTRY & APPROVAL

Some time cards and payroll payments were not completed for some employees because time cards were not received.

Employees: Be sure to select SUBMIT on the HRMS screen once you have completed your time entries.

Managers: Be sure to review and select APPROVE on the HRMS screen once you have reviewed and approve the time.

#3

## ONE TIME PAYMENTS

Payments to Active Employees: Managers must fully complete the “Payroll Authorizations Form” (PAF) including the FOAP for all requests, and email it to [payroll@humber.ca](mailto:payroll@humber.ca)

Payments to Non Employees: Managers must submit their spreadsheet to the HR Generalist supporting their client group.

Use this link to obtain a copy of the PAF:  
<https://hrs.humber.ca/support/support-resources/benefitsresources/payroll.html>

#4

## MISSING BANKING INFORMATION

In order to receive your salary deposit into your account at your financial institution, you must ensure your banking information is on the HRMS and is correct.

To do this Login into the HRMS - Employee Direct Access (EDA) using your single sign-on ID and password. Link for HRMS Login can be found on [hrs.humber.ca](https://hrs.humber.ca) website. Access your pay slip by selecting the “pay” icon and then “pay methods”. Selecting the edit mode allows you to view and edit your information.

#5

## BENEFITS – NEW AND RETURNING PARTIAL LOAD EMPLOYEES

To avoid missing the opportunity to register for benefits, once you satisfy the following criteria, you should be registering for benefits that are eligible to you:

- You are a new Partial Load employee
- You are a returning Partial Load employee who have had an absence of 6 or more months between Partial Load contracts

Follow these steps to register for your benefits:

1. Login into the HRMS - Employee Direct Access (EDA) using your single sign-on ID and password. Link for HRMS Login can be found on [hrs.humber.ca](https://hrs.humber.ca) website.
2. Complete your benefits elections through the HRMS EDA. [Click here](#) to learn how to perform this action within the HRMS.
3. After completing the benefit enrolment steps, go back to the EDA homepage by clicking the “Humber” logo and then click on the “My Benefits Enrolment Form” icon.
4. The Sun Life Enrolment Form will appear. Ensure you read the first page carefully and complete the form based on instructions provided.
5. Once completed, submit the hard copy original form to HR Services within 31 days of your contract start date.