

HRMS

5

TOP TOPICS of the WEEK

#1

MISSING OR INCORRECT BANKING INFORMATION

If you haven't received a payment through HRMS in the past, then this message is for you!

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. Many employees are not entering their banking information correctly, so it is critically important that you follow the steps detailed below.

Login to the HRMS - Employee Direct Access (EDA) using your single sign-on ID and password. Link for HRMS Login can be found on the hrs.humber.ca website. Access your pay area by selecting the "pay" icon and then "payment methods". Watch the embedded video "Add or Update Banking Information or Personal Payment Method" and follow the steps exactly as shown in the video to ensure accuracy.

#2

TIME ENTRY & APPROVAL

Some time cards and payroll payments were not completed for some employees because time cards were either not submitted or approved.

Employees: Be sure to select SUBMIT your time cards through the HRMS once you have completed your time entries for the week. Good practice is to do this every Friday, however, these submissions are due every second Friday by 2 p.m. (see payroll calendar for deadlines)

Managers: Be sure to review and select APPROVE for employee's time cards through the HRMS every second Tuesday by 5 p.m. (see payroll calendar for deadlines)

Link for the payroll calendar can be found on the hrs.humber.ca website.

#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

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

HOW TO CORRECTLY PERFORM ACTION WITHIN THE HRMS

The HRMS Knowledge Base (KB) is constantly being updated to ensure we provide you with up-to-date information. Not only does the KB contain steps on how-to perform an action within the HRMS, but it also has helpful tips and resources to ensure your success. Please continue to visit the KB for up-to-date information.

The knowledge base articles for Time Management managers and delegates were recently updated. Access the KB to view the updated articles today! Link for the HRMS KB can be found on the hrs.humber.ca website.

#5

HRMS RESOLUTION CENTRE

If you are experiencing issues related to; access/log-in, time entry/approval, offer acceptance, missing employee information (banking information) and/or missed pay, visit us at our HRMS Resolution Centre for immediate assistance.

Timing and location information for the HRMS Resolution Centre can be found on the HRMS KB, via the resources section or you via the direct link below.

Direct link:
humber.ca/hrms/resources/#assistance