

**HRMS GO LIVE**

Affected System: **emPath**  
Retirement Date: **July 15, 2019**  
Activities Impacted: **(i) One-time Payments Processing**  
**(ii) Payment Processing for Non-Employee Contracts**  
Users impacted: **Employees Who Receive One-Time Payments and Non-Employee Contracts**

**CHANGE NOTICE**

**emPath will be retired on July 15, 2019.**

Up until August 3, all one-time payments will be initiated using a HRIN form and submitted by Departments to HR for processing.

**One-time payments processing for Employees up to and including August 3**

**Aug 03** Up to and including **August 3**, the existing process of completing a HRIN form for one-time payments will continue.

Due to systems switch over, payment processing for one-time payments will be delayed.

**Aug 05** HRIN forms will NOT be accepted for one-time payments from **August 4** onwards. Payment actions for **August 4**, must be kept and entered in the HRMS upon go live.

Managers must log in to the HRMS anytime after go live, **August 5**, onwards via Managers Direct Access (MDA) and initiate a current or future dated one-time payment.

From **August 4** onwards, retro payments, multiple or mass payments and payments requiring FOAP splitting must be captured by Managers, on a Payment Authorization Form and forwarded to Payroll for processing.

**One-time payments processing for Non-employees up to and including August 3**

**Aug 03** Up to and including **August 3**, the existing process of completing a HRIN form for a non-employee will continue.

**Aug 05** Up to an including August 5, contact your HRBP for further action.

\* A Non-Employee worker is a person who does not have a current part-time contract with the College

Questions?  
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