

HRMS GO LIVE

Affected System: **PPCS**
 Retirement Date: **8 June**
 Activities Impacted: **NFT Contract Recruiting
 (Contract Administration)**

SYSTEM CHANGE NOTICE

PPCS will be retired on 8 June.

Departments will no longer be able to access PPCS to create contracts. Contracts not entered in PPCS by 6 June, must be completed on hard copy contract forms and sent to HR for processing. Contracts being worked on now, with a start date of 23 June onwards, must be held and entered on HRMS from 24 June.

June 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1

June 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1

June 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1

2	3	4
9	10	11
16	17	18
23	24	25
30		

ATTENTION

All recipients of the communication hereunder related to PPCS retirement, please note that the cutoff timeframes previously identified are being extended.

You may continue to follow current practices for NFT Contract Recruiting until further notice.

5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

Contracts and incl

Contracts must be entered in HRMS from **24** June onwards. Confirm that you have completed the process to allow you to use the system function.

HR will approve contracts entered in PPCS.

Approved contracts must be printed, signed and sent to HR by **6 June**.

Contracts entered in PPCS, will be approved by HR. Once approved, contracts must be printed, signed and sent to HR by **6 June**.

HR will activate benefits coverage or bridging for Partial Load contracts where required.

Contracts starting on or after 23 June

Contracts must be entered in HRMS from **24** June onwards. Confirm that you have completed the process to allow you to use the system function.

Approved contracts must be sent to HR with the **Benefits Waiver Form**.

HR will activate benefits coverage or bridging for Partial Load contracts.

**Questions?
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