

HRMS GO LIVE

Affected System: **PPCS**
Retirement Date: **July 15, 2019**
Activities Impacted: **NFT Contract Recruiting
(Contract Administration)**

CHANGE NOTICE**PPCS will be retired on July 15.**

Departments will no longer be able to access PPCS to create contracts. Contracts not entered in PPCS by **July 15**, must be completed on hard copy contract forms and sent to HR for processing.

Contracts being worked on now, with a start date of between **July 21 to August 4**, must be sent to HR on a hard copy contract form to be entered in the HRMS from **August 5**.

PPCS will be available to users as read only access from **July 15** onward. Viewing end date to be determined.

Contracts starting up to and including July 20

Contracts must be entered in PPCS, or completed on hard copy contract forms with accompanying Benefits Waiver Form (where applicable). Contracts must be signed and sent to HR by **July 15**.

Contracts entered in PPCS, will be approved by HR. Hard copy contracts once approved, must be printed, signed and sent to HR by **July 15**.

Contracts starting July 21 up to and including Aug 3

Signed contracts received after **July 15, and starting on or before August 3** must be completed on hard copy contract forms with accompanying **Benefits Waiver Form** (where applicable) and sent to HR.

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

Contracts starting on or after Aug 4

All NFT contracts must be entered in HRMS from **August 5** onwards. Confirm that your manager has completed your delegation to allow you to perform this function.

Only hard copy contracts that require benefits bridging must be sent to HR with the **Benefits Waiver Form**.

**Questions?
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