

MEMO

Date: Tuesday, May 3, 2022
To: Partial Load Faculty
From: Heather Black, Director, HRBP Services, Employee and Labour Relations and
Milos Vasic, President, OPSEU Local 562
Re: **Partial Load Registry Update – Winter, Spring, Summer Term of 2023**

Good afternoon,

A technical issue occurred with the Partial-Load Registry e-form on the final day to register (April 30, 2022). To enable those who attempted to register their interest on April 30, 2022 and were unable to do so, we will be reopening the registry **all day Thursday, May 05 and all day Friday, May 06 (Thursday, May 05, 2022 at 12:00am until Friday May 06, 2022 at 11:59pm).**

In order to register for the Partial Load Registry, please visit hrs.humber.ca/partialloadregistry. To register, you will require your Humber employee number as well as your N number. Your Humber employee number can be found on your pay stub, or you can ask your manager for it. Your N number is used to log into the system. Once you register, you will receive an email confirmation at the email address provided, please retain the confirmation for your records.

As a reminder, this registry period will cover the winter term of 2023, spring term of 2023 and summer term of 2023.

Please note: prior registration does not carry over from one registry period to another. It is required that you register again prior to the April 30, 2022 deadline or during this new time from Thursday, May 05, 2022 at 12:00am until Friday May 06, 2022 at 11:59pm for the winter term of 2023, spring term of 2023 and summer term of 2023. The College and Union highly encourage all Partial Load Faculty to tender a submission for the Partial Load Registry.

Questions?

Should you have any questions about the Partial Load Registry procedures, please speak with your Associate Dean, your Human Resources Business Partner, or your union (info@opseu562.org).

In the event you experience any problems as you register, please email partialloadregistry@humber.ca so that this can be promptly reviewed and responded to by Sara Abada, LR Coordinator.

Thank you for all of your contributions to Humber College. We look forward to having you register for future partial load employment.

Sincerely,

Heather Black
Director, HRBP Services
Employee and Labour Relations

Milos Vasic
President, OPSEU Local 562