

## HRMS GO LIVE

Affected System: **emPath**

Retirement Date: **July 15, 2019**

Activities Impacted: (i) **Mid-Year Position (Complement) Changes**  
(ii) **End of Secondments**  
(iii) **Retirements and Resignations**  
(iv) **Terminations**

# SYSTEM

## CHANGE NOTICE

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

Information below indicate critical cut-off dates and activities as systems switch over to the Human Resource Management System (HRMS) upon go live.

### Position Changes – Mid-Year

**July**

**15**

Up to and including July 15, approved changes will be made to positions in emPath. Approved changes received in HR for changes between July 15 and Aug 4, will not be processed until Aug 5

**Aug**

**05**

From August 5, HR will begin processing approved changes to positions on HRMS.

### End of Secondments

**July**

**15**

Up to and including July 15, any secondment changes will be made in emPath.

Secondments ending between July 15 to August 4, should be discussed with their Human Resource Business Partner (HRBP). Changes affecting the end date of secondments must be submitted to HR using a HRIN form and will not be processed until August 5.

**Aug**

**05**

From August 5, HR will begin processing approved changes to secondments on HRMS.

### Retirements and Resignations

**July**

**15**

Up to and including July 15, any documentation related to requesting, approving and processing retirements and resignations will be processed in emPath for the July 26 pay run (August 2 pay date).

From July 16 to August 4, any documentation related to requesting, approving and processing retirements and resignations will be processed in HRMS by HR.

**Aug**

**05**

From August 5 onward, employees must log on to the HRMS and submit retirement and resignation requests via Employees Direct Access (EDA).

Managers must log on to the HRMS via Managers Direct Access (MDA) to review and approve retirement requests and/or accept resignations

### Terminations (FT and NFT) – No change to existing process

#### Questions? Contact:

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