

Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27
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HRMS Resolution Centre:

For resolution of individual issues related to access/log-in; time entry/approval; offer acceptance; missing employee information (banking information); missed pay

<p><u>Time:</u> 9:00 am to 11:00 am 12:00pm to 4:00pm</p> <p><u>Location:</u> North Campus; LRC 6084</p>	<p><u>Time:</u> 9:00 am to 11:00 am 12:00pm to 4:00pm</p> <p><u>Location:</u> North Campus; LRC 6084</p>		<p><u>Time:</u> 9:00 am to 11:00 am 12:00pm to 4:00pm</p> <p><u>Location:</u> North Campus; LRC 6084</p>	<p><u>Time:</u> 9:00 am to 11:00 am 12:00pm to 4:00pm</p> <p><u>Location:</u> North Campus; LRC 6084</p>
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HRMS Walk-in Labs:

Specifically for Managers and Delegates who are having challenges executing actions on behalf of their teams, or for Employees who want to better understand how to use HRMS

<p><u>Featured Topics:</u></p> <ul style="list-style-type: none"> ▪ HRMS Information Booth ▪ Entering and Approving Time ▪ Creating/Administering Non Full-time Contracts ▪ Recruitment- Full-time ▪ Managing Absences <p><u>Time:</u> Session: 11:00 am to 12:00 pm</p> <p><u>Location:</u> North Campus; LRC 6084</p> <p><u>Resource:</u> Nina Simons, Elizabeth McPherson, Sarah Butterwick, David Teixeira, HRMS Change Team</p>	<p><u>Featured Topics:</u></p> <ul style="list-style-type: none"> ▪ HRMS Information Booth ▪ Entering and Approving Time ▪ Creating/Administering Non Full-time Contracts ▪ Recruitment- Full-time ▪ Managing Absences <p><u>Time:</u> Session: 11:00 am to 12:00 pm</p> <p><u>Location:</u> North Campus; LRC 6084</p> <p><u>Resource:</u> Nina Simons, Elizabeth McPherson, Sarah Butterwick, David Teixeira, HRMS Change Team</p>	<p><u>No Sessions Available At North or Lakeshore Campuses</u></p>	<p><u>Featured Topics:</u></p> <ul style="list-style-type: none"> ▪ HRMS Information Booth ▪ Entering and Approving Time ▪ Creating/Administering Non Full-time Contracts ▪ Recruitment- Full-time ▪ Managing Absences <p><u>Time:</u> Session: 11:00 am to 12:00 pm</p> <p><u>Location:</u> Lakeshore Campus; A170- Blue Room</p> <p><u>Resource:</u> Nina Simons, Elizabeth McPherson, Sarah Butterwick, David Teixeira, HRMS Change Team</p>	<p><u>Featured Topics:</u></p> <ul style="list-style-type: none"> ▪ HRMS Information Booth ▪ Entering and Approving Time ▪ Creating/Administering Non Full-time Contracts ▪ Recruitment- Full-time ▪ Managing Absences <p><u>Time:</u> Session: 11:00 am to 12:00 pm</p> <p><u>Location:</u> North Campus; LRC 6108</p> <p><u>Resource:</u> Nina Simons, Elizabeth McPherson, Sarah Butterwick, David Teixeira, HRMS Change Team</p>
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