About the Human Resources Management System (HRMS) Project

This page includes the following content:

- About HRMS
- Vision, Objectives & Guiding Principles
- Governance & Executive Steering Committee

About HRMS

The University of Guelph, under the joint sponsorship of Martha Harley (AVP, Human Resources) and Dave Whittle (AVP/Chief Information Officer), is taking a multi-year journey to replace the aging Human Resources (HR) management system with a new platform that reinforces HR as strategic partner for University units. The current system, acquired more than 30 years ago, has served U of G well from a transactional and process-supporting perspective. However, replacing our aging and limited system with a modern and user-friendly solution will have broad impact across campus, from system end-users, to departmental and college administrators, to faculty and staff. The benefits of the HRMS replacement will be significant:

- Support talent management throughout the life cycle of an employee;
- Transformation of HR and payroll related processes from those that are largely transactional and manually-driven to automated and efficient processes;
- Provide enhanced employee recruitment and onboarding, as well as user-friendly, self-service personal information management for employees;
- Improved employee data management including access to HR data to support the strategic needs of the University; and
- A reduction in the regulatory, operational and financial risk through greater systems reliability.

The implementation of a modern and integrated system will take place over the next few years and involve many campus partners and significant stakeholder consultation.

Vision, Objectives & Guiding Principles

Vision

Provide an integrated HRMS that will support the strategic vision of the University and the call for efficiency, cost savings, and productivity improvements.

Objectives

- Allow HR to share knowledge and required data, enabling departments throughout the University to make strategic decisions.
- Provide accurate data for analytics and reporting, improving the quality of business decisions that are transparent and accountable.
- Create a better user experience to help recruit and retain top talent.
- Enhance services and increase efficiency and effectiveness.
- Provide smooth and seamless integration with other systems used by the campus community.
• Ensure a reliable system is in place that mitigates a substantial amount of regulatory, operational, and financial risk for the University.
• Provide sustainable solutions that are fiscally responsible by using resources responsibly to remain an employer of choice.

Guiding Principles

1. **Efficiency and simplicity**: Improve the efficiency of administrative operations and end costly, inefficient, and ineffective processes. Standardize our processes and not design the system for exceptions.
2. **Think outside the box**: Look at old ideas in new ways with the intention of making things better.
3. **Comprehensive stakeholder engagement**: Work together towards solutions that address our stakeholders' business needs.
4. **Enhance employee experience**: Optimize our technology solution and processes to ensure the best possible employee experience.
5. **Access to data**: Ensure reliable, integrated, and accessible data that enables strategic business decision making.

**Governance & Executive Steering Committee**

Reporting into the Information Technology Governance Committee (ITGC), the steering committee will be responsible for the following throughout all project phases:

• Champion the project;
• Set and approve vision, guiding principles, objectives, timelines, deliverables, and success criteria;
• Monitor progress of the project and organizational impacts;
• Approves changes in timelines; and
• Act as a point of escalation for unresolved process issues/decisions.

**Executive Steering Committee Members**

Martha Harley - Associate Vice-President, Human Resources (Executive Sponsor and Co-Chair)

Dave Whittle - Associate Vice-President and Chief Information Officer (Executive Sponsor and Co-Chair)

Karen Menard - Associate Vice-President, Institutional Analysis and Research

Karina McInnis - Associate Vice-President, Research

Lori Bona Hunt - Director, Integrated Communications

Lori Kimball - Associate Vice-President, Finance & Administration

Samantha Brennan - Dean, College of Arts

Tracey Jandrisits - Assistant Vice-President, Faculty and Academic Staff Relations

Zack Baker - Executive Director, Budgets and Financial Planning
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