About the Human Resources Management System (HRMS) Project

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**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