Project Updates

Staff/Faculty Input Needed: Survey on New HR System Features

Published May 1, 2019

You likely received a recent email outlining the early phase of our multi-year journey to transform our Human Resources Management System (HRMS). In that email, we included sign-up links for two workshops for faculty/staff to provide feedback on potential self-service options within the new system. We were thrilled with the level of interest, as those workshops filled up right away! While we will not be scheduling additional workshops at this time, we’d like to provide an alternate method to collect feedback from faculty and staff, and ensure people have the chance to have their voices heard.

We have created a survey as a way for you to provide your feedback on potential HRMS features as they relate to:

- Recruitment
- Onboarding
- Employee data management
- Time management and scheduling
- Performance management
- Employee self-service capability

The survey can be found at https://uoguelph.eu.qualtrics.com/jfe/form/SV_1GjpiHYqxWa6zw9 [1]. The deadline for completion is May 17, 2019.

We look forward to receiving your input. These early steps will put us well on our way to a transformative HRMS for U of G!

Have questions? Contact the project team at HRMS@uoguelph.ca [2].

This project is jointly sponsored by Martha Harley, Associate Vice-President, Human Resources, and Dave Whittle, Associate Vice-President and Chief Information Officer.

First Steps in Exciting HRMS Journey are Underway!

Published April 11, 2019

The University of Guelph has taken the first step in an exciting, multi-year journey to transform our Human Resources Management Systems (HRMS) and related administrative processes.

The implementation of an integrated, transformative HRMS will support the future-state vision of HR to enhance the employee experience and focus on services that add value in decision making and long-term workforce planning while diminishing the administrative burden.

The first step of this project was the creation of an Executive Steering Committee [3] who, as champions of this initiative, will provide strategic advice and high-level oversight during the life of this project.

Next, Human Resources (HR) established a partnership with Ernst & Young (EY) to support the Discovery and Consultation phase [4] of this project. EY, alongside the University project team, is leading a comprehensive review of:
• the current state of U of G's HR systems and processes;
• stakeholder engagement to document needs of various departments/users;
• future-state visioning; and
• high-level system requirements.

The next critical step in the initial phase of this project is the launch of stakeholder engagement meetings across campus. This is what the Discovery and Consultation phase is all about – to understand the needs of different departments, colleges and users across campus with respect to a comprehensive HR system. Through these engagement sessions, the project team will collect key system requirements on various HR functional areas based on the lifecycle of U of G employees. The stakeholder meetings have begun and will continue throughout the month of April.

We need your input! We are holding two workshops aimed at gathering input on a key function of the new HRMS: faculty and staff self-service options. These options include the ability to update personal information, submit time-off requests, record learning and development, navigate recruitment and onboarding processes, and easily access benefits and pension information. There are two workshop sessions to choose from:

<table>
<thead>
<tr>
<th>Session</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>A</td>
<td>Tuesday, April 23, 1:00 – 4:00 p.m.</td>
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<tr>
<td>B</td>
<td>Monday, April 29; 9:00 a.m. – 12:00 noon</td>
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Please click this link to register for Session A: [April 23rd workshop](https://www.uoguelph.ca/learningmatters/eventreg/civicrm/event/info?reset=1&id=1438)
Please click this link to register for Session B: [April 29th workshop](https://www.uoguelph.ca/learningmatters/eventreg/civicrm/event/info?reset=1&id=1435)

Each workshop can accommodate 25 participants and spots will be filled on a first-come, first-served basis. Once you register, you will receive a calendar invitation to confirm your workshop participation.

We look forward to the discussion and your input. These early steps will put us well on our way to a transformative HRMS for U of G!

Have questions? Contact the project team at [HRMS@uoguelph.ca](mailto:HRMS@uoguelph.ca).

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Source URL: [https://www.uoguelph.ca/hr/project-updates](https://www.uoguelph.ca/hr/project-updates)

Links
[1] https://uoguelph.eu.qualtrics.com/jfe/form/SV_1GjpiHYqxWa6zw9
[2] mailto:HRMS@uoguelph.ca
[3] https://www.uoguelph.ca/hr/about-human-resources-management-system-hrms-project#Governance%20&%20Advisory%20Groups
[4] https://www.uoguelph.ca/hr/milestones-timeline
[5] https://www.uoguelph.ca/learningmatters/eventreg/civicrm/event/info?reset=1&id=1438