



# **UW** *Winsite* **People**

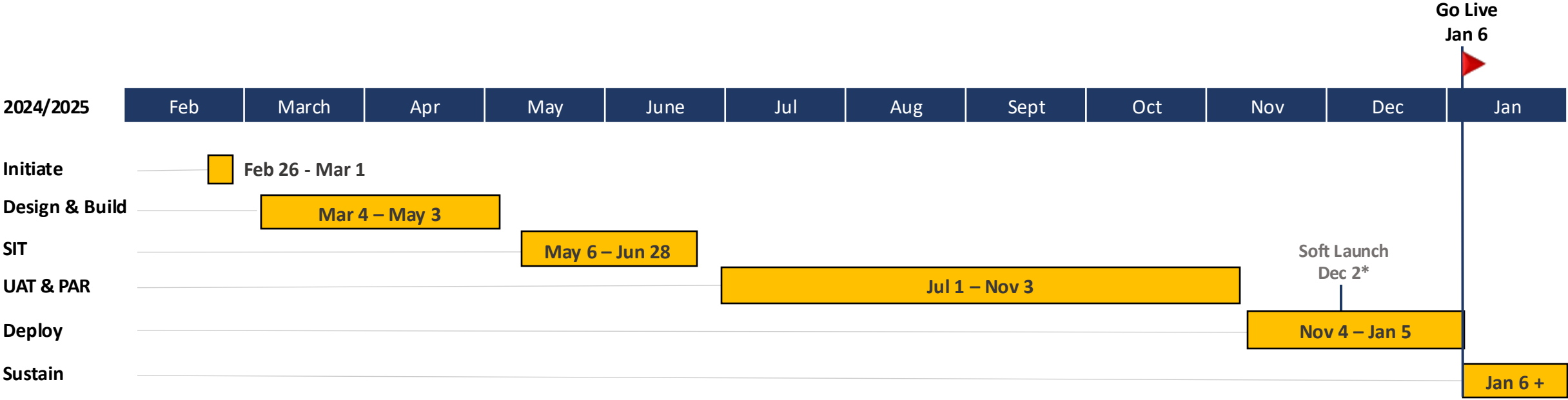


Change Impacts UWinsite People



University of Windsor

# UWinsite People Project Timeline

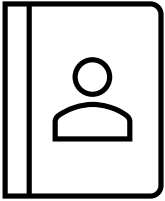


\*December 2 is the soft launch of UWP for HR and Payroll administrators. January 6 is the campus-wide UWinsite People launch.

# Core HR

## Change Impacts

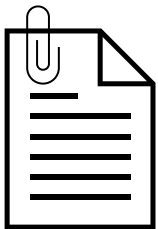
# Core HR



- Access and update personal employee records, such as name changes, emergency contacts, and qualifications, through self-service portals, with automated workflow approvals, reducing the administrative burden on HR staff.



- Enter request for retirement or resignation within the self-service portal and workflow will notify all required parties, triggering an off-boarding process.
- Attach documents directly within employee portal to be included within employee profile as a document of record (i.e. marriage certificate, name change certificates, etc).



- Managers now have a complete view of all employees who report to them in one centralized dashboard making it easy to access information about their team members, such as work schedules, vacation and leave balances, and more.

# Payroll Module

## Change Impacts

# Payroll Records



- Employees can update direct deposit banking information online through the Employee Self-Serve Portal in real-time.



- Employees can now access, and view pay statements and T4 slips including historical slips through Employee Self-Service Portal.



- Pay statements will now include a summary of vacation taken and vacation accrual balances.

# Proactive Measures for Decommissioning of Systems

## MyUWinfo

- Employees are encouraged to download copies of all **historical T4 slips** and **pay slips from the 2024 calendar year before January 5, 2025.**
  - **Historical pay slips will not be converted from VIP.** Only pay slips generated from payrolls processed in UWP will be available post-go live.
  - **At go-live employees will not have access to historical T4 slips in UWP.** The goal is to convert seven years of historical T4 slips from VIP, as a post go-live project.
  - [KBA: How to How to Download your Pay Statements in myUWinfo](#)

## My Attendance Portal:

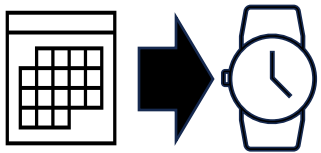
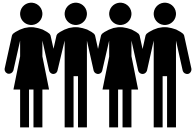
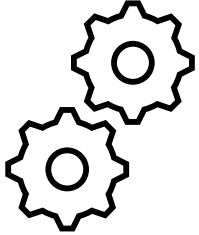
- Only employee's "**vacation balance**" will be converted from VIP.
- **What does this mean?**
  - Detailed historical records of **absence entries** and **vacation entries** will not be available in UWP.
- Employees are encouraged to download reports of **absences entries** and **vacation balances** from My Attendance before **January 5, 2025.**

# Absence Module

## Change Impacts



# Absences



- **All full-time and part-time staff** will be required to use the Absence module
- Fully integrated Payroll and Time and Labour - All leaves logged in absence module automatically reflected on timecards and in payroll, no need for the employee to have to re-enter it!
- User friendly self-service portal automated workflow approval routing for all absence requests, with ability to add attachments. Offering a centralized location for files.
- The system has been **configured to align with language within each of the collective agreements** for the respective employee groups.
- Vacation entitlements and balances will now be displayed in **hours** (previously in days in My Attendance).
- This change **will not impact** an employee's total vacation entitlement or accrual balances, it is simply how it balances are now displayed.

# Vacation Balances

With the transition to UWP, the way vacation balances are calculated and managed will change. The new system will move from a **banked approach** to an **accrual-based system**, as explained below:

## Current System (My Attendance)

- In the current system, employees receive their full vacation entitlement at the start of each calendar year. This is known as a banked approach, where all vacation days are presented upfront.

## New System (UWinsite People)

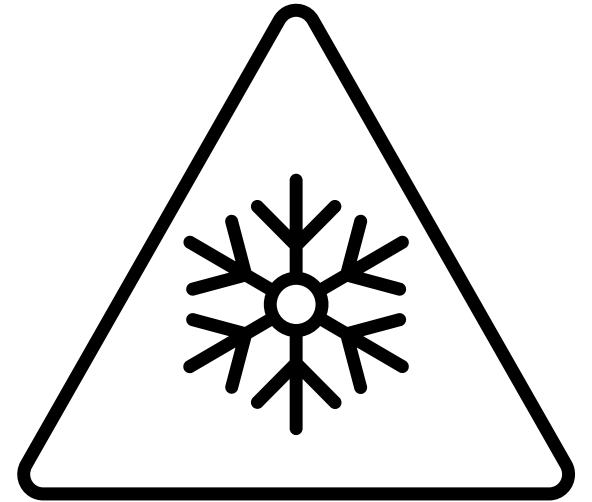
- In UWP, vacation entitlements will be managed through an **accrual method**:
  - Vacation time will be shown in hours rather than days, and accrued each month based on your vacation entitlement. This means you will accumulate vacation incrementally throughout the year.
  - The accrual rate will be determined by your years of service.
- The change to accrual method **does not impact** an employee's overall **total vacation entitlement**.

# Vacation Balances

- At go-live, a **UWP Vacation Balance Converter** tool will be provided to assist employees in understanding their vacation balances in the new system.
- Employees will be allowed to **request vacation** before they have fully earned it, enabling them to plan time off in advance. However, these requested vacation days will not be deducted from their overall available vacation balance until the actual vacation time is taken.
- The Vacation Accrual Projection tool within the UWP application will assist with this monitoring vacation for planning purposes.

# Freeze Period: Absence Module

- To ensure the most up-to-date vacation balances at go-live , the campus can continue entering absences and vacation days into the **My Attendance Portal** until **December 13**.
- Please also ensure that any planned vacation throughout **until December 31, 2024**, is correctly entered in the My Attendance Portal by **December 13**. This is important because your vacation balance as of **December 31** will be used to calculate your starting vacation balance in UWP.
- UWinsite People will be updated with vacation balances as of **December 31, 2024**, therefore you will only need to manually track vacation days taken between **January 1 – 5** and enter them into the system when it goes live on **January 6**.



# **Time and Labour Module**

## **Change Impacts**

# Time and Labour Module

## Online Timecard Entry:

- Employees enter worked hours into the system using an online timecard form.
- Eliminates paper timesheets and manual data entry by Supervisors, Timekeepers, and/or Payroll staff.

## Transparency and Accountability:

- View current timecard status, including:
  - Approval status
  - Hours worked
  - Upcoming scheduled shifts

## Streamlined Approval Process:

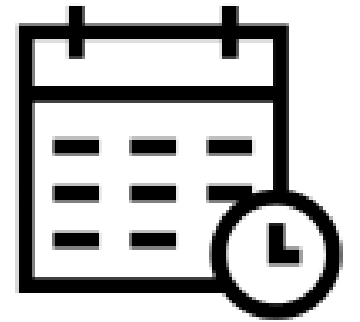
- Automated workflows route timesheets, overtime, and lieu time requests for manager approval.

## Automatic Overtime Calculation, Shift Premiums, etc.:

- The system automatically calculates overtime and other shift premiums based on predefined rules and employee schedules.

## Seamless Absence Module Integration:

- Approved absence requests, through the Absence module, automatically update the timecard, eliminating the need for manual re-entry.



# Timecards: Full-Time Salary Employee

## When would a timecard need to be completed?

- Full-time salaried employees typically do not need to track hours for payroll purposes.
- **Timecards for salaried employees are mainly used to:**
  - **Log exceptions, such as overtime, meal allowances, etc.**

## Overtime Requests:

- Overtime must be pre-approved by management before the employee works the additional hours.
- Once overtime is worked, it is added to the prepopulated timecard, and the system automatically calculates overtime pay according to predefined rules.
- Employees may choose to record the overtime as "time off in lieu," which can be taken at a later date.  
*(Earned lieu time will appear in the **Absence module** under banked time.)*



# Timecards: Part-Time Hourly Employees

## When would a timecard need to be completed?

- Part-time hourly employees must track all worked hours in a timecard to receive payment.

## Overtime Requests:

- Overtime must be pre-approved by management before the employee works the additional hours.
- Worked overtime is then entered into the timecard, and the system automatically calculates the applicable overtime rate.



# Recruitment Module

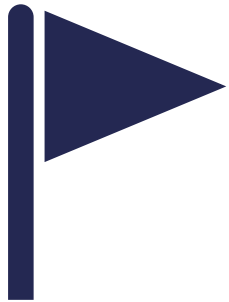
## Change Impacts

# Requisition Overview



Requisition

- Each position requires a requisition even if not budgeted.
- **A pending employee cannot work until hired.**
- We **cannot backdate** an employees hire date in order to pay them.
- Training will provide an opportunity to learn what the requisition form fields contain.



Candidate Selection

- Internal applicants/employees will have the ability to maintain a Career Profiles within UWinsite People.
- External candidate will fill out their Profiles and update as needed.
- Scheduling interviews will be done within UWinsite People.
- Real-time candidate information will allow for immediate decision-making and collaboration. Feedback can be given within the system.
- Increased visibility into the hiring process so managers and HR can stay aligned.
- The system will provide timely updates directly to the candidate.

# Recruitment Overview

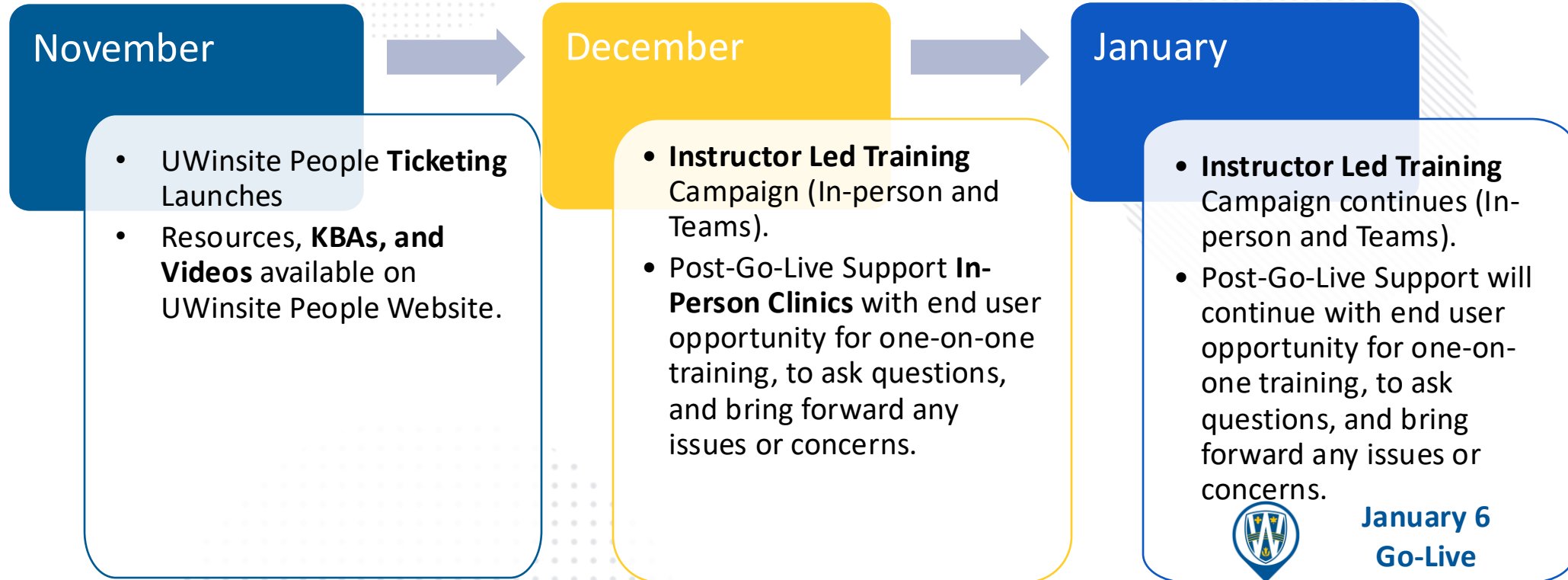


Onboarding

- Consistent branded platform for seamless transition from candidate to employee.
- Standardized onboarding across the organization, ensuring a consistent experience for all new hires.
- New hires are guided through a compliant onboarding process, with all required forms, tasks, agreements, and paperwork automatically generated and managed.
- Managers will be able to track the new hires' onboarding progress ensuring all necessary steps are completed on time.
- All necessary onboarding steps must be completed before the new hire's start date allowing them to hit the ground running.

# UWinsite People Training and Resources

# End User Training Timelines 2024 & 2025



# Resources

- UWinsite People Website
- UWinsite People Cutover Plan – Important Dates Memo
- **Cutover Planning Checklists:**
  - For Manager's Checklist
  - For Employee's Checklist

# Questions?

**Thank you for joining the journey with us!**