



UWinsite People

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To: Campus Community
From: Rachel McRae, UWinsite People Project Lead
Date: September 26, 2024
Subject: **UPDATED: UWinsite People Cutover Plan – Important Dates**

With the launch of UWinsite People (UWP) the University’s goal is to drive meaningful change that supports the HR transformation objectives, streamlines payroll processes and aligns with the [Aspire strategic plan](#). Phase 1 of the UWP project is now set to launch campus-wide on **January 6, 2025**.

This memo updates the one previously issued on **September 10** and reflects revised cutover dates due to the new go-live date of **January 6** for the UWinsite People project.

What is this project and what does this mean for me?

UWP is the new Human Resource Information System that the University is implementing this year to replace the historical system VIP (which includes modules like My Attendance, MyUWinfo, and ARAC). For additional information on the UWP Project, visit our [UWinsite People website](#).

As the date is approaching for system launch, campus community members will be limited in what they can do from an HR perspective until the new system is live. Please familiarize yourself with the dates below and plan your activities accordingly.

Revised Freeze Period Dates and Cutover Date Summary

Starting on **October 22** and until **UWP go-live on January 6**, a **Freeze Period** will be in effect for VIP. During this time, VIP access is restricted to critical payroll-related processes. Faculty, staff, and student employees should note key system cutover dates below. Any questions about the UWinsite People Project or the Freeze Period and system cutover dates can be directed to uwinsitepeople@uwindsor.ca.

VIP Processes	Revised Freeze Date in VIP
Recruitment and Hiring – Faculty, Staff and Students	October 22
Recruitment and Hiring – Sessional Instructors	October 22
Recruitment and Hiring – GA and TA	October 22
Employee HR Data	October 22
Research Assistantships – Scholarships	December 1
Timecard Submission in MyUWinfo	December 13
Timecard Submission – PDF Forms	December 13
Absences and Vacation Days in My Attendance	December 13
Payroll – Student Bi-Weekly	December 22 (Pay Period Ending)
Payroll – Staff Bi-Weekly	December 22 (Pay Period Ending)
Payroll – Faculty Semi-Monthly	December 31 (Pay Period Ending)
Benefits and Pensions	January 5

** Please note that HR will work with your teams throughout the Freeze Period to accommodate any urgent and required hiring needs.*



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Important Information for All Employees

Benefits and Pensions Updates

Changes related to pensions and benefits, such as new enrolments or adjustments due to life events (e.g., changes in beneficiaries or dependents following a marriage or birth of a child), will still be permitted during the freeze period. Employees needing to make these changes during the freeze period can contact the [Pensions Administration](#) and [Benefit Administration](#) teams with any necessary updates or adjustments for processing.

Self-Service Actions Before Cutover

As part of the cutover plan for the UWP implementation, **no updates** to employee HR records, including personal information changes, address changes, or other updates, will be permitted after **October 22**. Employees will have the opportunity to make these changes using the self-service functionality in UWP starting on **January 6**.

Updates to Employee Banking Information

For any **updates related to banking information** for payroll direct deposit during the cutover period, please contact the Payroll team payroll@uwindsor.ca.

Employees are strongly encouraged to download **copies of their historical T4 slips** and any **payslips from the 2024 calendar year** before **January 5**. Details about the decommissioning of VIP, including MyUWinfo, will be provided as it becomes available.

Payroll and Timecards

Final Pay Runs in VIP

During the Freeze period, Payroll will continue to be processed through VIP until the end of the 2024 calendar year, ensuring that all campus community members are paid as scheduled. The final payroll runs for the calendar year, which will be processed in VIP, are as follows:

Pay Periods Ending	
Student and Staff Bi-weekly	Semi-Monthly
December 22, 2024	December 31, 2024

Accelerated Year End Payroll Processing Deadlines:

- **Final 2024 Payrolls:** The last payrolls of 2024 (bi-weekly, semi-monthly, and benefits) will be processed on **December 16**.
- As the first UWinsite People pay period falls over the holiday break, it will also be included in the accelerated payroll schedule for December.

Timecard Employees – What You Need to Do:

- Employees on **Biweekly Staff** or **Student** payroll must submit **two (2) sets of timecards by December 13** as part of the **accelerated payroll schedule**:
 - ✓ **Timecard #1:** Submit projected hours for **December 9 - 22** (the last pay period of 2024, processed in VIP).
 - ✓ **Timecard #2:** Submit projected hours for **December 23 - January 5** (the first pay period of 2025, processed in UWinsite People).
- Employees on **Semi-Monthly Payroll** must submit a **timecard** with projected hours for **December 16 - 31** (the last pay period of 2024, processed in VIP), by no later than **December 13**.

Timecard submissions should continue to be made using the same method employees currently use, either through the MyUWinfo portal or by completing the manual PDF timecard available on [Payroll website](#).



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First Pay Runs in UWinsite People

All payroll processed in UWP will continue to follow the University's regular [payroll schedule](#). Please refer to the table below for the pay period details of the **first pay runs in UWP**, organized by payroll group.

Since employees will not have access to UWinsite People until **January 6**, Payroll Administrators will manually enter all timecards for the pay period **December 23 - January 5** directly into UWinsite People, on the employee's behalf.

Payroll Group	Start of Pay Period	Pay Ending Dates	Pay Dates
Student	December 23, 2024	January 5, 2025	January 10, 2025
Staff Bi-weekly	December 23, 2024	January 5, 2025	January 9, 2025
Semi-Monthly	January 1, 2025	January 15, 2025	January 15, 2025

Employees will begin entering their timecards directly into the UWP system starting with the **second pay period for the 2025 calendar year**. Please refer to the [2025 payroll calendar](#) for specific details. Timecard entry will commence on the go-live date of **January 6, 2025**, and the submission deadline for the second pay period is **January 17, 2025**.

Absences and Vacation Balances

To ensure the most up-to-date vacation balances at go-live, the campus community can continue entering absences and vacation days into the **My Attendance Portal** until **December 13, 2024**.

Please also ensure that any **planned vacation** for the **remainder of December 2024** is entered into the My Attendance Portal by **December 13**. This is important because your vacation balance as of **December 31, 2024** will be used to calculate your starting vacation balance in UWinsite People.

After the **December 13** deadline, the **My Attendance Portal** will switch to a read-only mode, and no further changes or modifications will be allowed.

Absence Entries and Vacation Days: December 23 – January 5

- **Non-vacation absences:** Any non-vacation absences from **December 23 to January 5** will not be automatically converted to UWP at go-live. Therefore, employees will need to manually track these absences and enter them into UWinsite People on **January 6, 2025**, when the system goes live.
- **Vacation Days:** Since UWinsite People will reflect vacation balances as of **December 31, 2024**, employees will only need to manually track vacation days taken between **January 1 - 5, 2025**, and enter them into the system once it is live on **January 6, 2025**.

Future Dated Vacation Request for 2025 Calendar Year

Future-dated vacation requests approved in My Attendance for the 2025 calendar year will not carry over to UWP. Employees must manually track and **re-enter** these dates into UWP once it is live. Managers will also need to **re-approve** these requests in the new system to ensure they are properly logged.

Access to My Attendance Portal

The My Attendance portal will be accessible in read-only mode after **December 13**. Staff can view historical records and generate reports, but modifications to past vacation or absence records will no longer be possible. After this date, to modify historical absence or vacation records, an employee's manager will be required to submit a **UWinsite People ticket** with the request, and an HR Administrator will review and adjust as needed.



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Recruitment and Hiring:

Staff, Student and Research Assistant Recruitment and Hiring During Freeze Period

To minimize manual data entry and activity during this freeze period, the campus community is encouraged to complete all hiring requests before **October 22** and, if possible, postpone any hiring activities or position changes for staff, students and Research Assistants until after the new system is live. **This excludes staff changes required due to the realignment activities.** The ARAC form used for staff hiring will remain in use until **October 22**. HR will utilize ARAC as a tool to track position approval in compliance with the Restricted Hiring Program.

Sessional Recruitment and Hiring Fall 2024

For the current **Fall 2024** sessional appointments, the hiring process will continue to follow the departmental procedures for recruitment, evaluation, candidate selection, and offer in accordance with the WUFA Collective Agreement. These steps will occur outside of the VIP system. The signed appointment letter/contract will be submitted to HR for manual processing in VIP. Faculties will need to submit Sessional appointments to HR before **October 22** to minimize activity and risk during the cutover period to UWP.

Sessional Recruitment and Hiring Winter 2025

The recruitment and hiring process for **Winter 2025** Sessional Instructors began on **September 17**, since the posting must be at least two weeks prior to **October 1** (refer to Article 54:07 (a)). The hiring process will continue to follow the departmental procedures for recruitment, evaluation, candidate selection, and offer in accordance with the WUFA collective agreement. These steps will occur outside of the UWinsite People system. Faculties are urged to submit Sessional appointments to HR before **October 22** to minimize activity and risk during the cutover period to UWP. Human Resources will manually process the signed appointment letters into UWinsite People before go live on **January 6** and beyond.

Sessional Recruitment and Hiring Spring 2025

For **Spring 2025** sessional hiring, the requisition and offer procedures in accordance with the WUFA collective agreement will be facilitated within **UWinsite People**. The coordination of posting, evaluation, and candidate selection will follow the departmental procedures.

Faculty Recruitment and Hiring

For all Faculty appointments, the hiring process will continue to follow the departmental procedures for recruitment, evaluation, candidate selection, and offers. These steps will occur outside of the VIP and UWP system. The signed appointment letter/contract will be submitted to HR for manual processing in VIP, and then entered into UWP post-go-live. In Phase 2, the entire faculty recruitment process will be automated through UWP.

For all Faculty hiring, faculties and departments are encouraged to submit all hiring offers to HR by **October 22** for processing. If possible, please postpone any hiring activities or faculty appointments until after the new system is live.

Graduate Assistant (GA) and Teaching Assistant (TA) Hiring:

For **Fall 2024** GA and TA hiring, faculties and departments are urged to submit all contracts to Graduate Studies before **September 30** for processing to minimize activity and risk during the cutover period to UWP. Please note HR will work with Graduate Studies and your teams throughout the Freeze Period to accommodate any required hiring for **Fall 2024**. Please visit the [Graduate Studies website](#) for further details on GA/TA Contract Processing Dates.

For the **Winter 2025** semester, the GA/TA hiring process will continue to follow the current departmental procedures, including recruitment, evaluation, candidate selection, and contract offer. Faculties and departments are urged to submit all contracts to Graduate Studies before **October 22** for processing to minimize activity and risk during the cutover period to UWP. A hiring package, including the contract, will be submitted to HR for processing in UWP. HR will work with Graduate Studies and your teams throughout the Freeze Period to accommodate any required hiring for **Winter 2025**. For **Summer 2025** hirings, the entire GA and TA recruitment process will be automated through UWP.



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Research Assistantships - Scholarships

Effective **December 1**, with the transition to UWinsite People, payments for Research Scholarships and MITACS Research Internships will be processed through **Accounts Payable** (rather than HR/Payroll as they have been in VIP), eliminating the need for HR employee records for non-employee recipients.

To initiate this process, the Principal Investigator (PI) or delegate must first submit a [UWinsite Finance ticket](#) to set up the recipient as a supplier in the UWinsite Finance system. Once the setup is complete, the PI or delegate can submit a Payment Request, which will be reviewed by Research Finance for budget and compliance, then processed by Accounts Payable. Payments will be made via Electronic Funds Transfer (EFT) directly to the students' bank accounts. For more details on the Research Scholarship payment process, please refer to the [Office of Research Finance website](#).