




UWindsite People (UWP) is designed to enhance HR processes, streamline payroll, & align with the Aspire Strategic Plan & the HR Transformation Plan.

This **employee** checklist will help you prepare for the go-live date on Jan. 6. Let's embark on this exciting journey together!

<p>Oct. 24</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review your vacation & absences in My Attendance ensuring accuracy & completeness. <input type="checkbox"/> Non-critical HR processes will be limited including: <ul style="list-style-type: none"> • Changes to HR records, including personal info & address changes. • Submit any pension or benefits updates to the respective pension & benefits teams. • Banking info changes can be made by contacting the payroll team.
<p>Starting Nov. 4</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Access your learning journey tailored to your role through the UWindsite People website or on the professional development site. <input type="checkbox"/> Familiarize yourself with UWindsite People training materials & knowledge-base articles. <input type="checkbox"/> Review employee-specific training sessions.
<p>On Dec. 1</p>	<ul style="list-style-type: none"> ◆ Reminder: Payments for Research Scholarships & MITACS Research Internships will start being processed through Accounts Payable.

Before Dec. 13	<p>Attendance & Vacation Balances</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add any vacation day request you plan to take before Dec 31 in My Attendance. <input type="checkbox"/> Review your vacation & absences in My Attendance ensuring accuracy & completeness. <input type="checkbox"/> Download absence reports in My Attendance.
Dec. 23 to Jan. 5	<ul style="list-style-type: none"> <input type="checkbox"/> Manually track sick absences taken between Dec. 23 & Jan. 5 if you are scheduled to work holiday break. <input type="checkbox"/> Familiarize yourself with the accrual method for vacation balances & tracking.
Before Jan. 5	<ul style="list-style-type: none"> <input type="checkbox"/> Download 2024 payslips as myUWinfo will be eventually decommissioned. <input type="checkbox"/> Download T4s slips. CRA recommends keeping atleast six years on file.
JANUARY 6	
Post-Go Live	<ul style="list-style-type: none"> <input type="checkbox"/> Validate transferred vacation balances in UWP. Use the conversion calculator provided. <input type="checkbox"/> Add any absences taken between Dec. 23 & Jan. 5 to UWinsite People <input type="checkbox"/> Add future absences or vacations that were previously recorded in My Attendance. <input type="checkbox"/> Start using UWP for timecards, absence approvals & more.

Let's gear up for a new year & new HR processes with UWinsite People!

Your preparation will make this transition easier for everyone. Thank you for your commitment to making this project a success.

Stay Informed!

Reach out to the UWinsite People project team at uwinsitepeople@uwindsor.ca & visit uwindsor.ca/uwinsite/people for more details.