



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

This manager 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 employees' vacation & absences in My Attendance ensuring accuracy & completeness. <input type="checkbox"/> Tell staff that 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"/> Attend manager-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.

Attendance & Vacation Balances

- Approve or deny any vacation day request.
- Review your employees' vacation & absences in My Attendance** ensuring accuracy & completeness.
- Download absence reports** in My Attendance.

Before Dec. 13

Timecard Processing Deadlines

- Submit **two sets of bi-weekly payroll timecards** for staff or student employees payroll through myUWinfo or PDF per usual:
 - Timecard **#1**: Projected hours for **Dec. 9 - 22**.
 - Timecard **#2**: Projected hours for **Dec. 23 - Jan. 5**.
- Submit **semi-monthly payroll timecard** for staff with projected hours for **Dec. 16 - 31**.

By Dec. 16

- Talk to your administrator about submitting the GA/TA Notice of Appointments (contracts) if applicable.
- Advise Winter GA/TAs to complete their Online Student Hiring Packages for Human Resources.
- Submit **Sessional** hiring packages.
Please send packages when they are available, don't delay.

Dec. 23
to Jan. 5

- Ensure employees are **manually tracking sick absences taken between Dec. 23 & Jan. 5**.
- Familiarize yourself with accrual method for vacation balances & tracking** to respond to questions from your staff. Read FAQs online.

Before
Jan. 5

- Encourage staff to **download 2024 payslips** as myUWinfo will be eventually decommissioned.
- Advise them to download **T4s slips**. CRA recommends keeping at least six years on file.

JANUARY 6



Post-Go Live

- Work with your employees to **validate transferred vacation balances in UWP**. A conversion calculator will be provided.
- Check & approve any absences taken between Dec. 23 & Jan. 5** that were not recorded in My Attendance.
- Review & approve future absences or vacations** that were previously recorded in My Attendance but need to be re-entered.
- Start using UWP** for timecards, absence approvals & more.