

January 19, 2015

To: HRIS Users (via the AMS Listserv)

From: Stephannie Roy, Senior Projects Officer & Recruitment Coordinator, Office of the Vice-Provost, Faculty & Academic Life

Cc: Chief Administrative Officers, HR Divisional Offices, Academic HR Staff

**Re: Webinar Dates to Outline HRIS Changes for Teaching Stream Appointments, Including New Ranks**

This is an update to the [message sent December 17, 2015](#) regarding changes to the [Policy and Procedures on Academic Appointments](#) (PPAA) for the Teaching Stream.

The Office of the Vice-Provost, Faculty & Academic Life and the team in HR Information Systems & Process Optimization are completing the changes in HRIS including the creation of the new ranks and an improved structure to differentiate full-time continuing appointments from contractually-limited appointments in the teaching stream.

**Full-time teaching stream faculty records will be converted centrally on January 25, 2016** and will include assignment of the new ranks for those who elected to be covered by the PPAA. The conversion of records will also involve moving continuing teaching stream positions to a new employee subgroup (FA, Teaching Stream, Continuing) and some changes to IT9023 Rank and Tenure Information (to be renamed Rank and Status Information).

A number of 30 minute webinars have been scheduled to outline the HRIS changes and to answer questions:

- Thursday January 21 9:30-10am
- Friday January 22 1-1:30pm
- Monday January 25 10-10:30am

Please RSVP for a session via email to [vadim.levin@utoronto.ca](mailto:vadim.levin@utoronto.ca) . An Outlook Calendar invitation will be forwarded with the details of how to access the webinar using [Join.Me](#). A link to a recording of the webinar will be [posted here](#) by the end of January.

In order to ensure the accurate conversion of individual records, **we ask that you continue to refrain from making any changes unless absolutely necessary** (e.g. to ensure contracts extend into 2016). **Do not make changes to rank information.**

**Questions?**

If you have questions about these changes, please contact Stephannie Roy, Senior Projects Officer & Recruitment Coordinator in the Office of the Vice-Provost, Faculty & Academic Life [stephannie.roy@utoronto.ca](mailto:stephannie.roy@utoronto.ca).

Technical and system questions about the creation or maintenance of records should be directed to the HRIS Help Desk using the [AMS Help Form](#).