SECTION 2

HUMAN RESOURCE STRATEGY

2.03 HUMAN RESOURCE INFORMATION MANAGEMENT SYSTEM

AUTHORITY: CIVIL SERVICE ACT

ADMINISTRATION: PEI PUBLIC SERVICE COMMISSION
GOVERNMENT DEPARTMENTS AND AGENCIES

1. PURPOSE

1.01 The purpose of this policy is to provide information on the Human Resource Management System used throughout the PEI public service organizations.

2. APPLICATION

2.01 This applies to all employees of the PEI Civil Service.

3. POLICY

3.01 The Human Resource Management System supports all human resource management processes including personnel administration, position management, recruitment, training administration, health and safety, payroll and time and labour.

3.02 Core System Functionality

a) Administer Workforce
    i) employee data
    ii) internal movement of staff
    iii) staffing activities such as acting, secondment, temporary assignment, promotion and reclassification

b) Develop Workforce (including Candidate Gateway)
    i) applicant data
    ii) recruitment
    iii) internal and external competitive process
    iv) position creation and maintenance
    v) classification tracking
    vi) training administration
    vii) languages

c) Monitor Workforce
    i) incident reporting for Occupational Health and Safety
    ii) claims management for Occupational Health and Safety
    iii) Employee Health and Immunization tracking (Health only)

    d)   Payroll
- i) employee pay history detailing hours paid, taxes and deductions
- ii) employee deductions
- iii) employee tax data
- iv) employee banking information
- v) T4 history
- vi) YTD earnings, taxes and deductions

    e)   Time Reporting
- i) employee work groups, rules and time reporting type
- ii) employee schedules
- iii) employee hours worked, premiums and leave taken

    f)   Reporting
- i) decentralized reporting by system users
- ii) ad hoc reporting
- iii) Manager's Dashboard

3.03   The HRMS is deployed in the Civil Service, Health PEI, Education sector, Workers Compensation Board, Innovation PEI, Finance PEI, BioFood Tech and Island Investment Development Inc. Support is provided by the Administration, Corporate HRMS and Payroll Division of the PEI Public Service Commission.

3.04   For additional information on the use of the HRMS please refer to the Human Resource Management System Users Manual or contact HRMS Help Desk at 894-0303 / 620-3556.