

Winter 2025 Payroll Preparedness

Statement from UofG HR

- Please note that this statement comes directly from the UofG admin.
- We are distributing this information because we lack confidence in UofG to distribute this information in a timely and equitable manner.

“HR has been working on a support model for the new HR systems that has been informed by feedback from across campus. The goal is to ensure that end-user teams are well-equipped and supported to manage the high volume of appointments effectively with a focus on balancing workload, reducing stress, and improving the user experience. Here are the specific ways support will be provided.”

“To improve support for ALL end-users of Gryphons at Work (HRMS), HR is implementing improvements to their support framework, including:

- A redesigned and simplified Gryphons at Work Knowledge Site (GAWKS), which will continue to be the first point of support for all end users
- Enhanced training and education workshops on key topics related to position management and appointment entry
- Improved and easier-to-access user guides and documents
- More timely and transparent communication about system updates, process clarifications, and known issues”

Gryphons At Work (HRMS) Support Model for the Winter Term

*Specific to Colleges,
Athletics, Ridgetown
Campus & the Library*

For ALL System Users



Dedicated HR Support Team

- ❑ Every College has been assigned a team of HR support staff to provide in-the-moment support
- ❑ Users will be able to contact their HR Support Team through a dedicated MS Teams channel
- ❑ *Duration: 8-weeks (Dec-Jan)*



Workflow Specific Workshops

- ❑ Appointment Entry
- ❑ CUPE3913 Appointment Entry for TAs and Sessionals
- ❑ GRA Appointment Entry
- ❑ Position Management and Budget



By-Request Training

- ❑ HR will provide topic-specific training and education at the request of College AOs and / or ADFO, based on the need of the College or Department



Improved Communications

- ❑ More timely and regular updates to the community on training, education, enhancements and supports
- ❑ Email communication as well as updated documents posted to the Gryphons At Work Knowledge Site for reference



Enhanced GAW Knowledge Site

- ❑ Our Gryphons at Work Knowledge Site has been redesigned and simplified to provide easier navigation, faster answers, and better information