

Self Service CUPE 2 Experience Credits

Guide for Users
Updated on 12 July 2018



**Ryerson
University**

**Human
Resources**

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Getting Help

eHR Tutorials

You will find a collection of tutorials and user guides for eHR systems at: <http://www.ryerson.ca/hr/learning-workshops/how-to-eHR/index.html>. Check out the [Getting Started](#) topic before you start browsing the online content.

HR Client Services

Contact HR Client Services if you experience difficulties logging into eHR or online tutorials.



416-979-5000 ext. 5075



hr@ryerson.ca

Technical Help

[Activate your my.ryerson username](#) first, before you access any Ryerson system. Contact the CCS Help Desk if you experience difficulties logging into eHR in the Ryerson portal using your Ryerson online identity.



416-979-5000 ext. 6806



help@ryerson.ca

Supported Browsers



Firefox

OSx + WIN 7/10

24.x, 35.x



Safari

OSx

17.x, 24.x, 30.x



Chrome

OSx +WIN 7/10

7.x



IE WIN 7/10

11.x Compatibility Off

Disclaimer

This document is intended as a reference for employees of Ryerson University. Every effort has been made to ensure the content of this document is correct. If any conflict of information is found between this document and any official documents related to the content, the applicable policy/collective agreement information in the official documents will prevail. The information contained in this document can change without notice and is not guaranteed to be error-free. If you find any errors, contact HR Client Services at (416) 979-5075 or hr@ryerson.ca.

Experience credits

As a Chang School Continuing Education Contract Lecturer (CECL) you are able to view your experience credit information using self service in eHR. This enables you to view and track your experience credit accumulation over a period of time. Detailed information about experience credits is available in the collective agreement on the employee resources (<http://www.ryerson.ca/hr/employee-resources/index.html>) page for your employee group.

By the end of the topic you will be able to view your experience credit summary in eHR.

This section applies to:

- Chang School Continuing Education Contract Lecturers (CECL)

Quick facts about experience credits

For detailed information about experience credits and usage rules, please refer to the collective agreement (<http://www.ryerson.ca/hr/collective-agreements/index.html>).

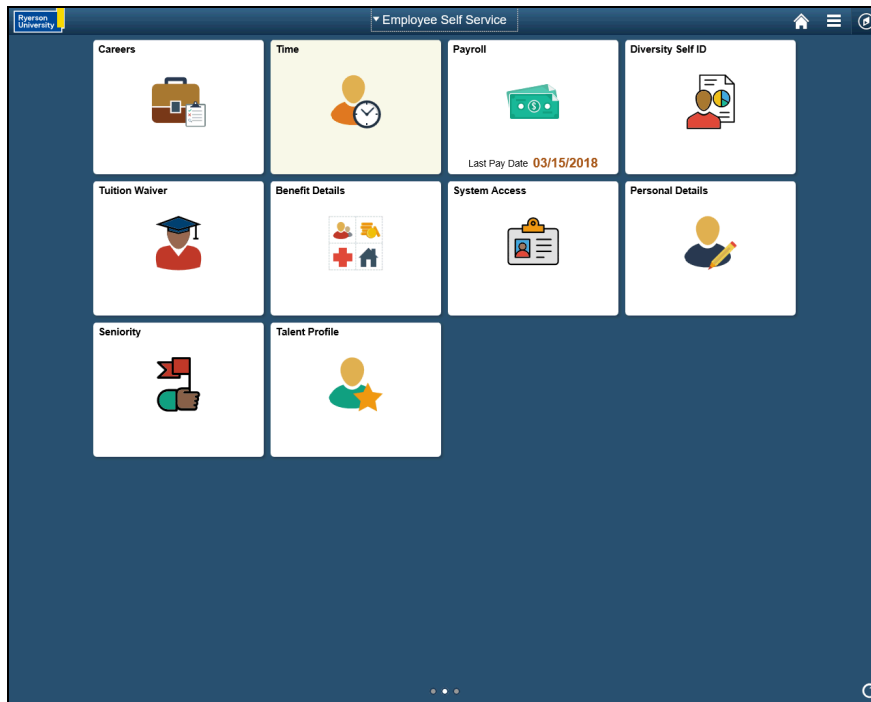
Eligibility	<ul style="list-style-type: none"> • Contract lecturers actively employed by The Chang School for three semesters.
Accrual Rules	<ul style="list-style-type: none"> • One (1) unit of credit for all completed hours of instruction for credit or non-credit course(s) totaling 42 hours or more during the Fall, Winter or Spring/Summer terms. • One half (1/2) unit of credit for completion of all other instruction totaling less than 42 hours. • Credits do not accrue during an employee's first three (3) teaching terms, and the employee will not be eligible for consideration in the hiring process until successfully completing three (3) terms of instruction. • seniority credits (as per above formula) will be credited at the end of the third term of instruction. • Credits only accrue during periods of active employment to a maximum of one (1) unit per term. • Credits lapse automatically and are not redeemable after a period of six (6) consecutive terms during which there is no employment relationship with The Chang School. • Credits will used as the determining factor in hiring when multiple applicants are eligible for a position.


View your credit summary

The 'View Unit 2 Credit' page enables you to view experience credits for all completed hours of instruction for both credit or non-credit course(s) during the fall, winter and spring/summer terms. For detailed information about experience credits and usage rules, please refer to the collective agreement (<http://www.ryerson.ca/hr/collective-agreements/index.html>).

Procedure

This topic demonstrates how to view your credit summary.



Step	Action
1.	On the employee self service home page, click the Seniority tile. Click the Seniority object. Seniority 

Step	Action
2.	<p>The Experience Credit Summary page displays information on:</p> <p>Latest Academic Year Processed: The last academic year which was processed.</p> <p>Latest term Processed: The last period in which you may have accrued an experience credit.</p> <p>Total Credit: Your current experience credit balance.</p> <p>Entitlement: Your current experience credit balance that may be used as the determining factor in hiring when multiple applicants are eligible for a position.</p>
3.	<p>The Experience Credit History section lists each academic year/term in which you had active employment.</p> <p>It also shows the credit accrued for all completed hours of instruction for credit or non-credit course(s).</p>
4.	<p>Instructors accrue credits through the following system:</p> <p>One (1) unit of credit for completing 42 hours or more of instruction for credit/non-credit course(s) per term.</p> <p>One half (0.5) unit of credit for completing all other instructions that total less than 42 hours per term.</p>
5.	<p>End of topic.</p> <p>For more information, refer to the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) page by clicking the link for your employee group.</p> <p>End of Procedure.</p>