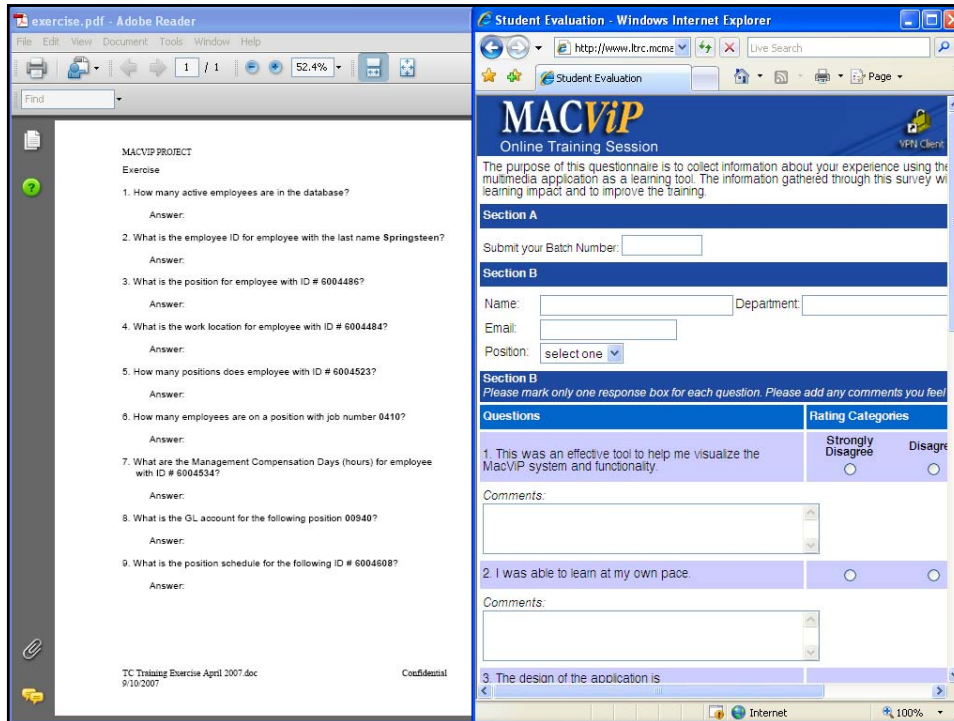


MacViP Online Training



Introduction





Support

- If you need help with the online training you should contact macviptraining@mcmaster.ca.
- Once you're working in production, help is available via the **UTS Helpdesk** at uts@mcmaster.ca or at extension 24357.

Course Outline



The course consists of the following modules:

- **Introduction**
- **Navigation**
- **Human Resources/Payroll Screens**
- **Time Capture**
 - Regular Scheduled Employees
 - Temporary/Casual Employees – Non-Scheduled
 - Graduate Students
 - Time Capture Process

Course Objectives



By the end of this online training program, you will be able to navigate through the application, understand how to search for employee information, understand how your access to the system works, enter and/or approve time and run all of the applicable *Time Capture* processes.

Course Objectives

To assist you in accomplishing these objectives the online tutorials will provide you with:

- **An overview of the new system.**
- **An opportunity for hands-on practice.**
- **Explanations of the *MacViP* terminology.**
- **Explanations for some of the business processes associated to the application.**