Transcripts

Title: MacViP Online Training	
Objective: HR/Payroll Screens for Staff	Playing Time: 9 mins 27 secs

Time Capturer and Time Approver

To access MacViP directly you must go through the VPN connection

Demographic

We are now in the MacViP application, maximize your window. You will notice that the current view displays just VIP Modules

Employment

The title bar – it shows that the environment that we are in is Training (when you're spreadsheet. There is also an icon to perform this function.

Position Management

The next screen that we are going to review is the Employee Position screen. However, before we do that it's important that you understand the concept of Position Management, its use at the University and also why it's an integral part of the MacViP application.

So exactly what is Position Management?

Position Management allows organizations to define and administer positions independent of the incumbent.

Benefits

Position Management provides the ability to do Organization charting (such as Department) for reporting and analysis purposes, as the system is set up by hierarchy of positions – e.g position of the Office of the President at the top, Vice Presidents below the President and so on

Position Management also allows for massive General Ledger (the account where the position is charged to) changes and structure changes. A group of positions can easily have their General Ledger (GL) account changed, or be moved to report to a different position.

Position Management also allows for the definition of security- which positions a user is allowed to view. In MacViP, the employees that you are able to view are based on the

position that they hold and if you have been given access to that position.

Concept

The easiest way to understand Position Management is to think of 3 Managers. Each manager works in a different department, has their salary charged to a different GL account, reports to a different person, and may even have a different schedule.

Job

They all share the same Job. That job is Manager. Information such as Job Title, compensation group and Salary Range/Scale would be the same for these managers.

Position

However each one would be attached to a different position. The position would contain the job of Manager, but it would also have other information such as Position number and title, Work location is the position Permanent and Full/Part Time, the Work Schedule, Reporting Relationship, and the GL account it is charged to.

Definition

In summary a Job is what you do. A Position is about where you do it, who you do it for and when you do it.

Identifying Positions

Every employee at McMaster is attached to a position in MacViP. Some positions may have more than one employee and some employees may have more than one position.

One: One

For example there may be a one-to-one relationship between an employee and a position. They would be the only employee sitting on that position.

One: Many (1)

However there can also be many employees attached to one position. This could happen if there were a number of employees who all share the same job in one department. For example in the bookstore there are many cashiers. Rather than having to have many positions set up for those employees, one position has been established and all of the employees, who are cashiers, are attached to the one position.

One: Many (2)

Every department has been provided with 1 Temporary/Casual position. Again if a department has 15 temporary casual employees they can all be attached to the same position.

Many: One

Lastly, one employee may hold more than one position. For example a faculty member may have a faculty position and also an administrative position or an employee may work in 2 part-time positions.

Owned vs. Worked

It is important to understand that every employee will have at least one **Owned** position (even if they share that position with other employees)

However they can also do work in another position and that time can be entered under **Worked Position** via the **Time Sheet Detail** screen, which we will talk about when we look at the Time Capture process in MacViP.

Assignment Types

The way that the system allows an employee to own more than one position is by the Assignment Type. Employees can have a Primary Assignment – only one, but they can also hold multiple Secondary Assignments. Human Resources set up and deactivate the employee's Primary and Secondary Assignments.

Employment (Cont'd)

Now lets look at the Employee Position Screen. We'll click on Go to populate the screen. We can see the Employee Position information for TMG Woman. We see that she holds Position # 03835 – Social Sciences-Kinesiology and that her job is 0807- Facilities Manager.

We also can see that she was attached to this position on Nov.13, 2006, and that it is her Primary Assignment.

Now let's open up the Employee Position History Screen. This screen shows us the Position History for any employee that we have access to view. In this case, you can see that TMG Woman has held 3 positions. Two have expiry dates. The most current appears at the top, has no expiry date and is the position she currently "owns".

Now let's skip down to the Employee Credited Service screen. This screen displays the employee's Continuous Service Date, Recognized Continuous Service Date, and

Research Leave Date.

Payroll

You may have noticed that there are 2 Payroll Menus. We're going to look at the Payroll, which falls under Human Resources. The other Payroll is where we will go in the Time Capture module to enter time for an employee.

Once we have Payroll opened up, we double click on Entitlement Bank – Employee. After we press Go, we see the Vacation Bank information for Andrew Smith. He has a balance of 49 hours of vacation time.

By clicking on the table lookup icon beside the Entitlement bank, we can pull up the table that shows us all of the Entitlement banks. Any time that you see a table lookup icon beside a field, you are able to double click on it and you will be able to view all of the possible values that could be entered into that particular field.

Time taken from these banks will be updated when a transaction code is entered during time entry. For example when an employee takes vacation time, the individual entering time for that person will enter a vacation transaction code and the number of hours per day that were taken. When payroll is processed, the employee's entitlement bank (Vacation, Overtime, Sick) will be decreased by the number of hours entered.

Control Tables

In your role as Time Capturer or Approver, you have been given access to two Control tables. These are the Position Account and Position Schedule tables.

We open up Control Tables, Organization and Position Account. You can view the **GL account** to which the **Position** is charged via this screen.

Employment - Overrides

Now we can open up the **Position Schedule** screen. It shows us the schedule that a **Position** is attached to.

If a **Position** is going to be charged to a different **GL Account** for a period of time then that change is made at the employee level. Let's go to Position Account Override, under Employment. In this case the position, which TMG Woman owns is being charged to a different GL account than the account that is on the Position Account table.

Similarly, if a schedule needs to be set up for a position for a period of time, and that position is different than what is set up on the Position Schedule table, then the override can be made on the Employee's Schedule Override Information

Again, when we look at this screen for TMG woman, we see that she has a schedule

override, which means that the schedule for her position is different than what is on the Position Schedule table.

Exercise Instruction

Now it's time for you to go and log onto the Training database to complete Exercise 1.

You have the option either print, write down your answers and then fill them in online or do the exercise and fill-in-online as you are going through the system.

The system will let you know if the answers are correct, and if there are errors it will provide you with hints on how to access the correct information. Good Luck with the exercise.