

Transcripts

Title: MacViP Online Training	
Objective: Introduction	Playing Time: 3 mins 49 secs

Maureen

Hi I'm Maureen. I'm going to be your trainer for the MacViP Human Resources /Payroll online training program.

Register

If you haven't registered yet, please go back to the "Register for MacViP Training" link. Once you register, you will receive instructions on how to use this online training program.

This program is designed to give you an introduction to the MacViP Human Resources/Payroll system. It is divided into 4 modules. If you are a manager you should access the HR/Payroll View for Managers and the Managers Reports section.

Exercises

At the end of the Human Resources/Payroll module, and also following the Time Capture module, there will be a short exercise. In order to be able to do these exercises, you'll need to access the MacViP Training database. We'll talk about how you will do that shortly.

Once you've completed the exercises, you will receive an e-mail with instructions on how to proceed in order to be able to access the MacViP production system.

Additional Materials

You'll find additional materials such as business processes/forms, glossary of terms and appendices, which are referred to throughout the training. We've also included a link to all of the training materials.

Please note that there are transcripts and related PowerPoint presentations for the entire online training program.

Download

We've also included instructions for how to download the MacViP Production application. You're going to use the training database (not Production) in conjunction with this online training. You won't be able to access the Production database until

you've completed this course. However, you must have downloaded it in order to be able to download the Training database. You should refer to the instructions under the More Information section for downloading the Training shortcut for your desktop. You must do this prior to commencing the exercises.

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.

FAQ Screen

You'll find FAQs regarding the MacViP HR/Payroll system, which you may wish to refer to as you work your way through this training.

The names of the MacViP project team are listed on the site.

Now let's get started.

Course Outline

The course is divided into the following modules:

Introduction

Navigation

Human Resources/Payroll Screens

Time Capture

- Regular Scheduled employees
- Temporary/Casual employees – non-scheduled
- Graduate Students
- Time Capture Processes

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.

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 MacViP terminology
- Explanations for some of the business processes associated to the application