Eight things every faculty member needs to know about the new HR system

On October 20, Mosaic launched McMaster’s new HR system. This is a substantial milestone for the project and the University. Many faculty members have asked: “How does this affect me?”

1. Electronic pay statements will replace paper. Faculty members’ pay statements will be available on mosaic.mcmaster.ca on October 24.
2. Pension contributions will be deducted in 26 portions rather than 24 portions.
3. Employee Self Service tools will allow you to review your benefits and personal profile.
4. Faculty members with direct reports will have Manager Self Service tools to review information about their employees.
5. Electronic workflow is being introduced for time management (time reporting). Those faculty members who have managerial responsibilities for approving time-worked for pay purposes will now need to complete or delegate those approvals electronically. (Please go to the A2L course for instructions)
6. Future employee occupational health and safety training (and training tracking) will be through Mosaic.
7. The employee ID and student ID systems have been merged into a common Person ID.
8. Questions on time reporting or general navigation should be directed to the super user in your area. A list of super users is available on the Mosaic “Support” tab. Questions regarding MAC ID, problems logging in, and password resets should be reported to the UTS Service Desk. Individual HR-related questions can continue to be directed to your appropriate HR area office.

Mosaic Orientation on A2L

Mosaic orientation materials for faculty members are now available on Avenue to Learn (A2L). Faculty members and instructors now have a course in A2L called “Mosaic Information for Instructors.” This course includes faculty member-focused information on multiple topics, including how to approve time for employees, how to delegate time approval, and how to view your research project statements. As more functionality in Mosaic becomes available for faculty members, more information will be added to the course. If you do not have access to the course, please contact Sarah Moore at mosaict@mcmaster.ca.
Three HR terms you should know

Time Reporting | The process of capturing employees’ time worked so that pay can be generated. The new HR system in Mosaic will replace MacVIP.

Manager Self Service | These tools in Mosaic are for individuals with direct reports, allowing people managers to monitor employee data such as health and safety training.

Person ID | This is a 9-digit identification number assigned to each individual. It combines the previously separate employee and student ID numbers into a single, common ID. The vast majority of faculty members will use their employee number with two leading zeros as their Person ID.

VPN requirements changing

After consultation with the McMaster community, access to Mosaic is changing. A few select functions to be available outside of the McMaster firewall, including individual pay statements, benefits summary information and careers information (applying for positions). Users will still need their MAC ID and password to access the system. Users are reminded to keep their password private and secure. Attempting to access other parts of the system from outside the firewall will result in an error message that requests the user connect via the VPN (Virtual Private Network).

Research administration

Mosaic released the new Research Project Statement this month. This interactive report will be a powerful tool for understanding a research project’s fiscal situation. The new report is easy to access and use while adding more features and options, including: information updated daily, complete flexibility on the period of the report, and a full project statement, period transactions and outstanding commitments in a single report.

Mosaic revises launch dates

With the launch of the HR system on October 20 and the launch of the undergraduate admissions in November, the Mosaic team has rescheduled some components of the project. Specifically Mosaic will shift the launch of the new employee recruitment system to the beginning of December and the graduate student application system to early next year.

What is Student Administration?

Come to one of our information sessions where you will see a demonstration of either the admissions or scheduling sections of the new student system. There will also be information on how it will affect administrative processes. No registration is necessary.

Learn More

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