Provost’s Message

This year McMaster will continue its project to replace many of its core information systems, and I realize that some of you may feel apprehensive about this prospect.

Last December, this project, Mosaic, introduced new finance and research post-award systems and, to be frank, they had a difficult start. Now as we approach the launch of a new human resources system and a new student administration system, there is understandable wariness on the part of many faculty members.

The project team has already completed a detailed review of the finance launch from which it has learned many lessons and adapted its methods accordingly. The next launches should be smoother.

I’m not suggesting it will be easy this time around. It won’t. McMaster is making some very significant changes. In the case of our student administration system we’re replacing a 30-year-old system. All of us, including me, will have to adapt to new ways of performing common tasks.

What I will ask of you is to keep an open mind. Whether it’s a new way to access your class list, a new way to approve your lab manager’s vacation request or a new way to review a graduate student application, please give the system a fair chance. If you invest the effort to learn it, you will find the system offers many useful functions. Notably, the new “Faculty Centre,” which will debut next March, will be of great benefit to faculty members.

There will be glitches and challenges in the first days and weeks; hopefully fewer than with finance, but some level of disruption is to be expected. Indeed, projects similar to this at other institutions typically see a productivity dip for six to nine months after the introduction of an ERP system until glitches are fixed and staff learn to use it proficiently. The finance system is now at the stage where many processes have passed that initial dip. We will likely experience a similar dip with the human resources and student administration launches.

It has probably not helped that McMaster waited this long to overhaul our core information system. That delay left us with a wider chasm to cross. This year the University must move to a modern system that is sustainable, that has capacity for future growth and that offers improved student service.

Faculty members have a unique and special role at any university. More than any other group, you set the tone for the institution. I would ask you to embrace the coming changes and to work with the project team and your department staff to make Mosaic a success. This update provides a detailed explanation of what changes you can expect in the next year. Please extend your goodwill and cooperation to the Mosaic team as it embarks on this difficult task.

David S. Wilkinson
Provost and Vice-President (Academic), Distinguished University Professor
Many of you have already accessed Mosaic through the Mosaic portal (mosaic.mcmaster.ca) using your MacID. As McMaster launches new applications, you will notice more tabs on the homepage and more functionality will appear within the tabs. Messages will be sent to you directly explaining new parts of Mosaic and relevant training as they are released.
Setting Up Grade Sheets For Six Unit Courses

If you are teaching a six unit course that starts in September, final grades will be submitted in April through Mosaic. Mosaic requires grade information to be uploaded in a CSV file (comma delimited text file) in the order: class number, Student ID and final grade. Those who use a spreadsheet to track grades may find the following format to be helpful.

<table>
<thead>
<tr>
<th>Class number</th>
<th>Student ID number</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Leave blank. Class numbers will be available in Mosaic in March 2015.)</td>
<td>(As of October 2014, current student ID numbers will be converted to nine digit numbers by prefixing them with two zeros.)</td>
<td></td>
</tr>
</tbody>
</table>

After March 2015, all grades will be submitted through Mosaic and will need to follow the new format. December 2014 grades will be submitted using the current online grade system.

Graduate Student Pay Changes

As advisors to graduate students, faculty members should be aware that the way scholarship and employment income for graduate students is administered will change this September.

- Graduate students with a teaching assistantship (TA or RA in lieu) will receive their employment income in bi-weekly payments rather than monthly.
- Scholarships funds will normally be spread evenly across the year with students receiving one twelfth of their scholarship each month, unless the specific scholarship has other requirements.
- Full tuition and fees will first be deducted from scholarship funds before monthly disbursement.

The annual amount of financial support that individual graduate students receive will not change as a result of the new system. For more information: http://goo.gl/OUADAW

Secure Your Password to Secure Your Privacy

A few faculty members have asked if they should share MAC IDs and passwords so that an assistant can perform tasks on the faculty member’s behalf. Passwords should NEVER be shared. There are other ways of sharing work in the system depending on what tasks need to be accomplished.

Ultimately, users are responsible for actions performed with their MAC ID. The addition of HR information to Mosaic provides yet another incentive to keep your MAC ID private so that your pay and benefit information remain confidential. Refer to our guide to delegation or contact mosaic@mcmaster.ca if you need assistance.

http://www.mcmaster.ca/mosaic/support/delegation.html

Q&A

How will the new HR System Affect Faculty Members?

There are three pieces of the HR system that faculty members are likely to notice:

1. **Recruitment**: a single, University-wide tool for all hiring, from teaching assistants to new faculty members.

2. **Self-service**: your personal benefit and salary information will be available for your review online.

3. **Time management**: Faculty members who have managerial responsibilities may need to use this system to approve employee time data for payroll.

How will Mosaic Support Teaching?

When Mosaic is fully implemented, faculty and instructors will find many features which support teaching, gathered in a new “Faculty Centre” online, including:

- Ability to view class lists (rosters) and exam schedules online
- Ability to view class lists (rosters) in real time
- Ability to download class lists (rosters) to Excel
- Ability to email an individual student, selected students or the entire class list
- Submit grades on-line in Mosaic
- Fill out and submit the Scheduling Office’s exam questionnaire in Mosaic
- A tool to review graduate student applications and provide comments
Upcoming Events

Mosaic will have a significant effect on administrative work within academic departments and programs.

Chairs and Directors Workshop

This workshop will focus on the changes academic departments/programs will experience in the coming year and provide key information, including launch timetables, anticipated change impacts, training plans, post-launch support plans, and change management strategies.

Chairs and Directors are encouraged to attend with their department administrator.

- Monday, September 22, 2014
- 1:30 pm – 3:00 pm
- Gilmour Hall, Room 111

Please register for the workshop by September 16 at https://www.eventbrite.ca/e/chairsdirectors-mosaic-workshop-tickets-12667014381

Purchasing Tip

Make Volume Purchasing Easier

Blanket purchase orders are an alternative for those areas that currently make multiple purchases from the same vendor with a P-Card. While it requires some setup efforts, a blanket purchase order reduces the reconciliation effort required after the purchase.

Blanket purchase orders are orders placed with the supplier for quantities of items with multiple delivery dates, or for a set dollar value of services over a period of time. A blanket purchase order is often used when there is a recurring need of expendable goods.

If you are interested in exploring the use of blanket purchase orders for your lab or research project, contact Angelo DiLettera, Manager, Strategic Procurement at ext. 21629 or dilett@mcmaster.ca

Watch for our Next Issue

The next issue of this Faculty Update will focus on the new human resources system, including the details of support options that will be available to faculty.

Support your Staff

Many of the administrative staff who support faculty members will take Mosaic training courses in the coming months for both the HR and student administration launches. Please support your local staff in their training activities and recognize the extra workload of learning and moving to a new system.

Learn More

- mcmaster.ca/mosaic
- McMaster Daily News
- mosaic@mcmaster.ca
- mosaic.mcmaster.ca