

# Section 3

## HR/Payroll View



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Inspiring Innovation and Discovery

### **SECTION OVERVIEW**

This section contains information, which you may use to access information in the MacViP HR/Payroll system.

## Human Resources - Demographic

### Individual Information

To view an employee's Individual demographic information; display the **Individual Information** Screen.

Path: VIP Modules >Human Resources >Demographic >Individual >Individual Information.

The screenshot displays the 'Individual Information' screen within the 'V.I.P. - VIP Training / DEPARTMENT MANAGER A - [Individual]' application. The interface includes a menu bar (File, Edit, Tools, Window, Help), a toolbar with various icons, and a search bar at the top. The left sidebar shows a tree view of the application's structure, with 'Individual Information' selected under 'Demographic'. The main area contains a form with the following fields:

ID :	5004484	Student ID :	
Original ID :			
SIN :		SSN :	
Civil Salutation :			
Initials :		Sex :	M
First Name :	TMG		
Usual First Name :	TMG		
Surname :	PERSON		
Previous Surname :			
Date of Birth :	11/9/1977	Age :	29
Date of Death :		Smoker ?	
Communication Language :	ENGLISH		
Marital Status :			
Canadian Citizen ?			
Other Citizenship :			
Spouse ID :			

Below the main form, there are two expandable sections: '+ Individual Address' and '+ Old Employee Number'. At the bottom of the sidebar, there are 'Add to Favorites' and 'Remove Favorite' buttons.

### Individual Address

To view an **Employee's address**; display the **Individual Address** screen.

Path: VIP Modules >Human Resources >Demographic >Individual >**Individual Address**

This screen allows for a **Primary**, **Secondary** and **Other** address. The mandatory address information is entered in the **Primary** address block.

V.I.P. - VIP Training / DEPARTMENT MANAGER A - [Individual]

File Edit Tools Window Help

Standard User

V.I.P. Modules

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        - Schedule Override
        - Schedule Override
        - Employee Credita
        - Employee Service
        - Employee Pay Det
        - Employee Seniorit
        - Employee Messag
      - Payroll
      - Premiums and Allo

Previous Surname :

Date of Birth : 11/9/1977 Age : 29

Date of Death :  Smoker ?

Communication Language : ENGLISH

Marital Status :

Canadian Citizen ?

Other Citizenship :

Spouse ID :

Individual Address

ID : 6004484

Surname : PERSON

First Name : TMG

Care of :

Mailing Instruction :

Mailing Address : RES LEGAL RESIDENCE

Home E-mail Address :

No and Street : 123 SUNSET DRIVE

City and Province : HAMILTON, ONTARIO

Country : CANADA

Postal Code : L9K 1E9

Residential Province : ON ONTARIO

Telephone 1/2 : 905 555-5555

Secondary Address

No and Street :

City and Province :

Country :

Postal Code :

Other Address

No and Street :

City and Province :

Country :

Postal Code :

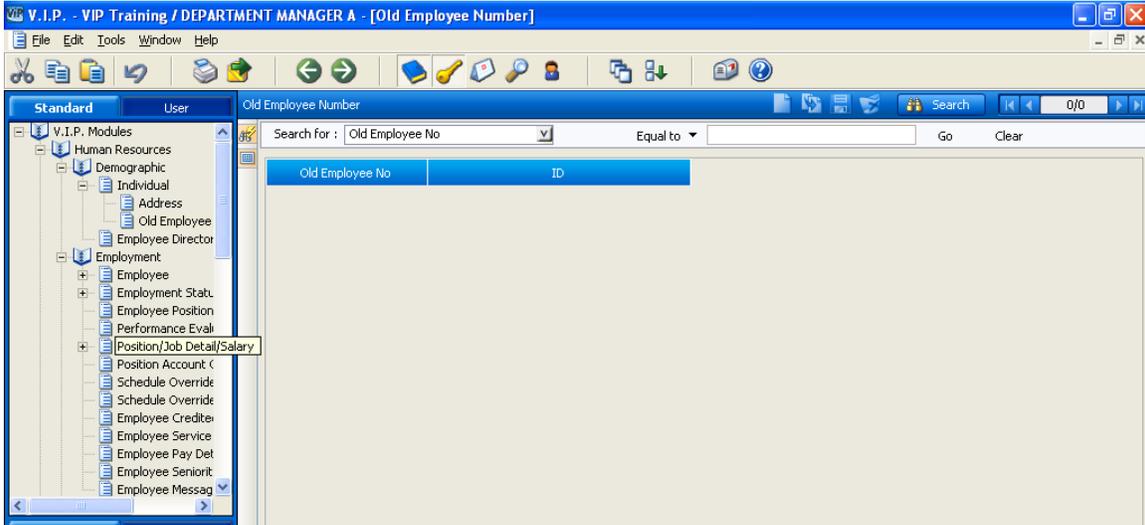
Primary Address

Add to Favorites Remove Favorite

## Old Employee Number

To see if an employee has an Old Employee Number; display the **Old Employee Number** screen.

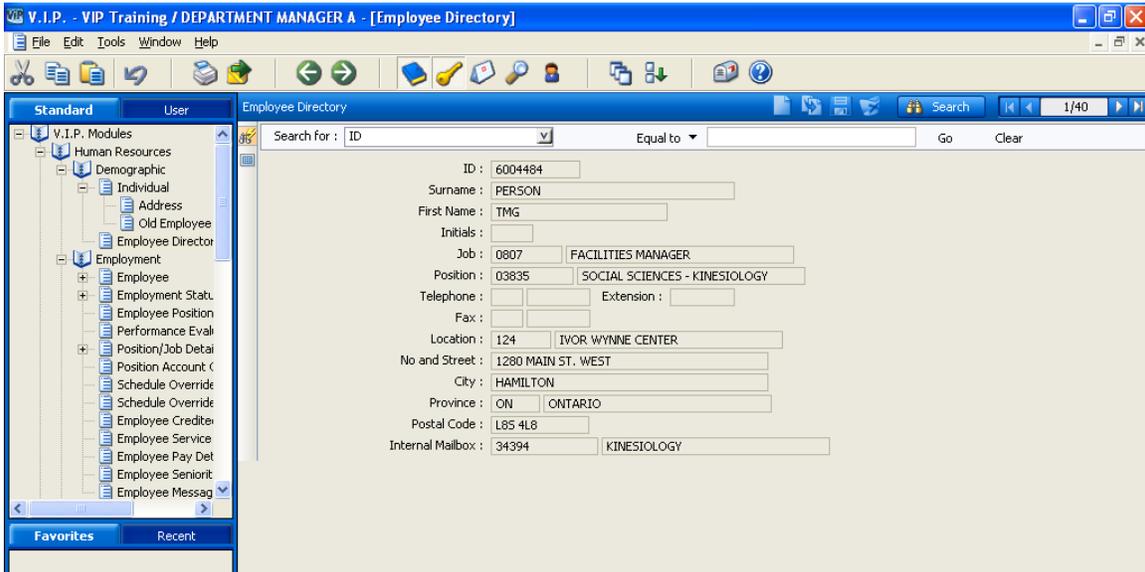
Path: VIP Modules >Human Resources >Demographic >Individual >Old Employee Number



## Employee Directory

To view an employee's contact information; display the **Employee Directory** screen.

Path: VIP Modules >Human Resources >Demographic >Employee Directory



## Human Resources - Employment

### Employee Information

The **Employee Information** screen displays the employee's **Original Hire Date** and **Last Hire Date**. The employee's **Emergency Contact** information is also displayed on this screen.

Path: VIP Modules >Human Resources >Employment>Employee

The screenshot shows a software application window titled "V.I.P. - VIP Training / DEPARTMENT MANAGER A - [Employee]". The window has a menu bar (File, Edit, Tools, Window, Help) and a toolbar with various icons. On the left is a tree view under "V.I.P. Modules" with "Human Resources" expanded to show "Employee". The main area is titled "Employee" and contains a search bar with "Individual (Code)" selected. Below the search bar are fields for "ID: 6004484", "PERSON", and "TMG". Other fields include "Original Hire Date: 11/9/2006", "Last Hire Date: 11/13/2006", "Time Generated?", "Pay Normalization?", "Cellular Phone:", "Pocket Pager:", "Internet Address:", and "Internal Mailbox:". A "Main Block" section contains "Emergency Contact" information with fields for "Name:", "Telephone 1:", "Telephone 2:", "Extension:", and "Relationship:". There is also a "Comments:" text area. At the bottom, there are sections for "Probation Period" and "Employee Pay Detail".

**Note:** The **Employment Pay Detail** screen is not being used.

## Employment Status

To view an Employee's employment status; display the **Employee – Employment Status** screen.

Path: VIP Modules >Human Resources >Employment >Employment Status

The screenshot shows a software application window titled "Employee - Employment Status". The interface includes a menu bar (File, Edit, Tools, Window, Help), a toolbar with various icons, and a search bar at the top right containing "7428/1743". On the left, a tree view under "Standard" shows the "Employment Status" option selected. The main content area displays the following fields:

- Search for: Individual (Code) Equal to [ ] Go Clear
- ID: 5002504 LA PEW PEPP1
- Effective Date: 8/28/2006
- Sequence: 1
- Status Reason: 001 HIRE
- Status Reason Type: ACTIVE
- Expected Return Date: [ ]
- First Day Absence Hours: [ ]
- Hospitalized?: [ ]
- Continued from Status Eff Dt: [ ]
- Continued from Status Seq: [ ]
- Accident Date: [ ]
- Last Date Worked: [ ]
- Rehire?: [ ]
- Comments: [ ]
- + Termination Allowance

**Note:** If you have an employee who has been on a sick leave, has returned and now has relapsed, you will use this screen to determine the sequence number of the leave. Then you enter the relapse date and sequence number in the Transaction Detail Screen. (Refer to Time Entry procedures)

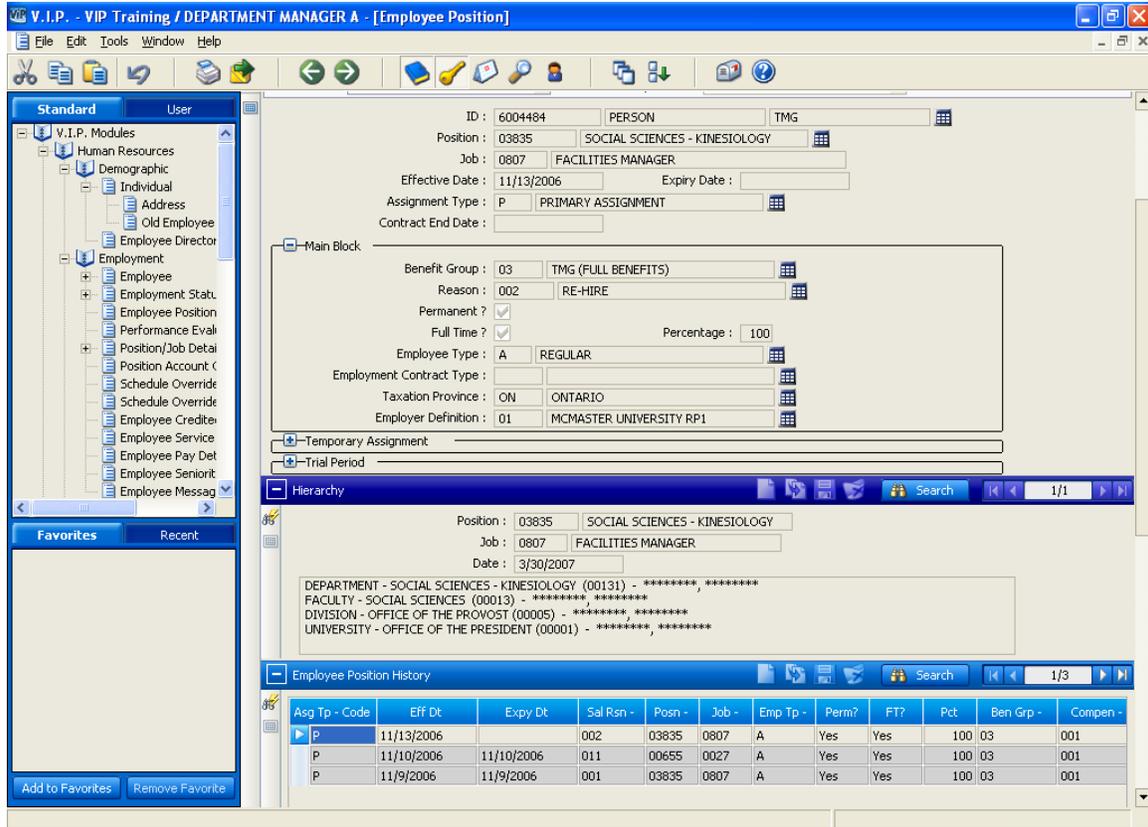
### Employee Position and Position History

To view the employee's current position information you access the following screen.

Path: VIP Modules >Human Resources >Employment > Employee Position

To view the Hierarchy associated to this position, click on the + Hierarchy.

To view the Employee's Position History, click on the + Employee Position History



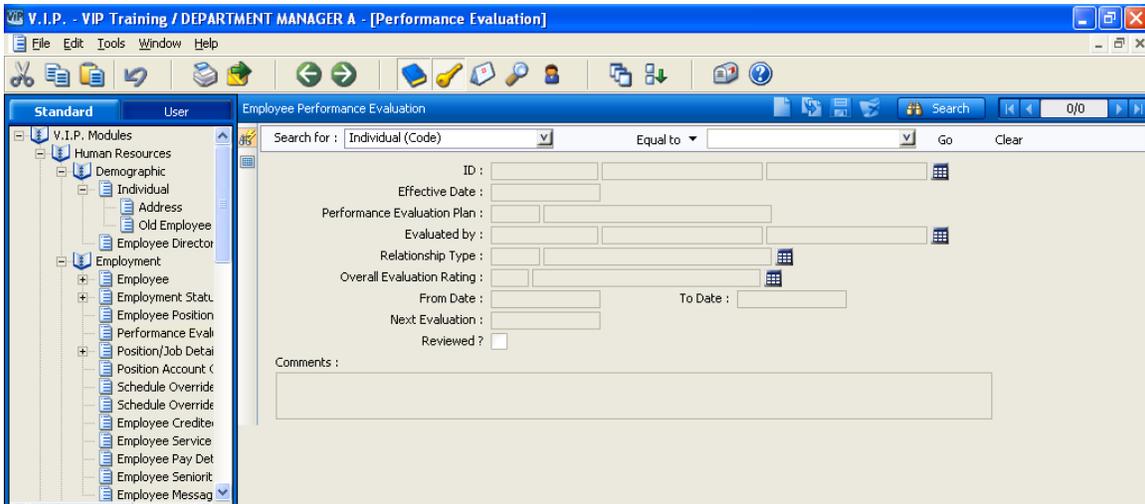
Note: You can also view the Employee Position screen via the following path.

Path: VIP Modules > Payroll>Employment>Employee Position and Employee Position History

### Performance Evaluation

Path: VIP Modules > Human Resources>Employment>Performance Evaluation

**Note:** This functionality is not being used at this time.

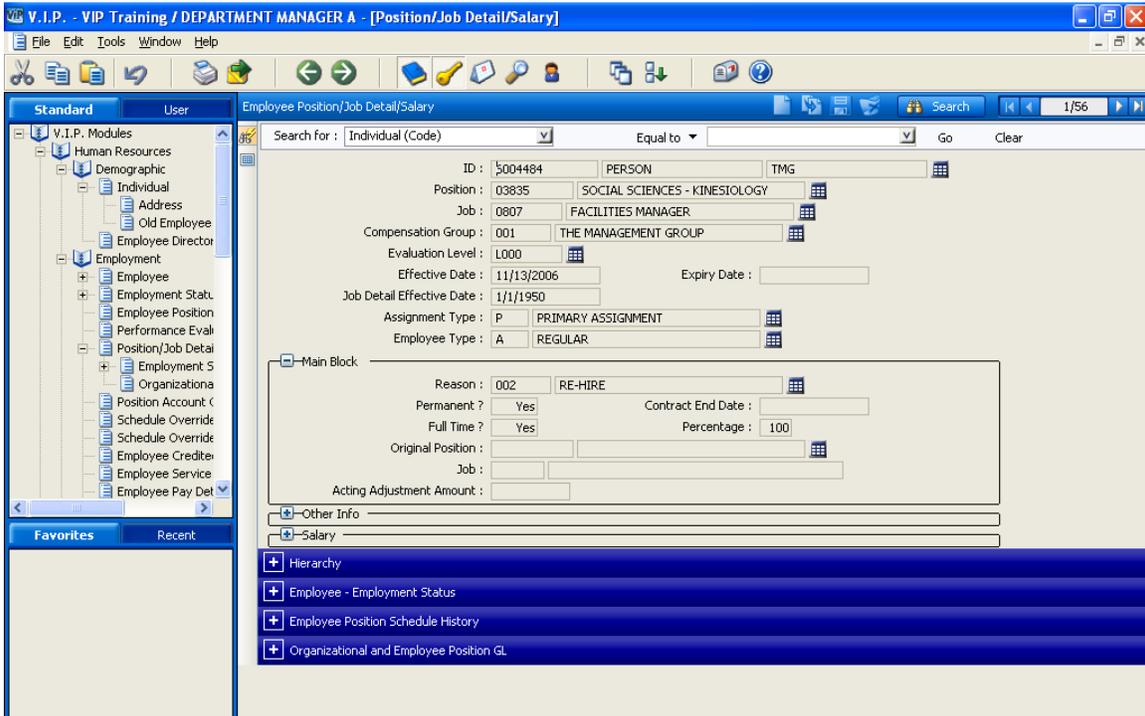


### Position/ Job Detail/Salary

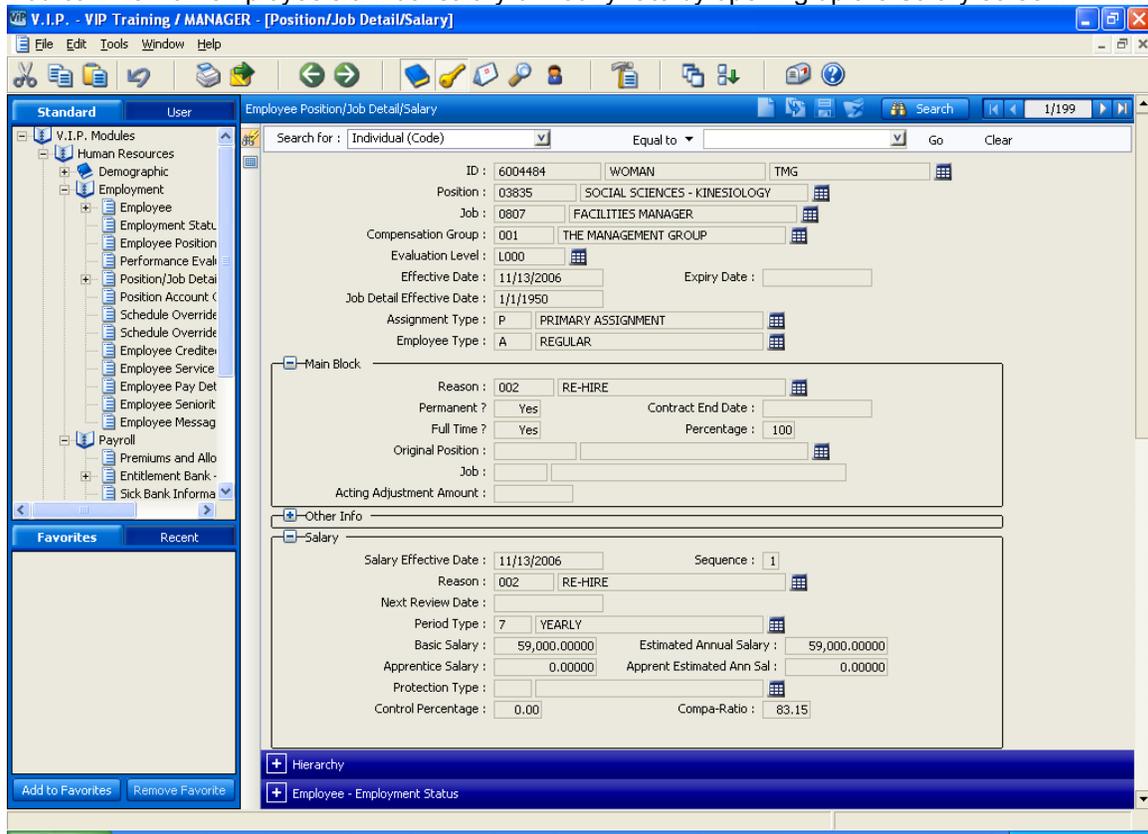
To view an Employee's Salary Information; display the **Position/Job Detail/Salary** screen.

Path: VIP Modules >Human Resources >Employment > **Position/Job Detail/Salary**

**Note:** This screen is also available via VIP Modules>Payroll>Employment>Position/Job Detail/Salary



You can view an employee's annual salary or hourly rate by opening up the Salary screen.



From this screen you can also open up the Hierarchy, Employee Employment Status, Employee Position Schedule History and Organizational and Employee Position GL screens.

V.I.P. - VIP Training / DEPARTMENT MANAGER A - [Position/Job Detail/Salary]

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    - Organizationa
    - Position Account C
    - Schedule Override
    - Schedule Override
    - Employee Credit
    - Employee Service
    - Employee Pay Det

Hierarchy

Position : 03835 SOCIAL SCIENCES - KINESIOLOGY  
 Job : 0807 FACILITIES MANAGER  
 Date : 3/30/2007

DEPARTMENT - SOCIAL SCIENCES - KINESIOLOGY (00131) - \*\*\*\*\*  
 FACULTY - SOCIAL SCIENCES (00013) - \*\*\*\*\*  
 DIVISION - OFFICE OF THE PROVOST (00005) - \*\*\*\*\*  
 UNIVERSITY - OFFICE OF THE PRESIDENT (00001) - \*\*\*\*\*

Employee Performance Evaluation Detail

Employee - Employment Status

ID : 6004484 PERSON TMG  
 Effective Date : 11/13/2006  
 Sequence : 1  
 Status Reason : 002 RE-HIRE  
 Status Reason Type : ACTIVE  
 Expected Return Date :  
 First Day Absence Hours :  
 Hospitalized ?  
 Continued from Status Eff Dt :  
 Continued from Status Seq :  
 Accident Date :  
 Last Date Worked :  
 Rehire ?

Comments :

Termination Allowance

Employee Position Schedule History

ID : 6004484 PERSON TMG  
 Position : 03835 SOCIAL SCIENCES - KINESIOLOGY  
 Effective Date : 11/13/2006 Expiry Date :

V.I.P. - VIP Training / DEPARTMENT MANAGER A - [Position/Job Detail/Salary]

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V.I.P. Modules

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    - Employee Position
    - Performance Eval
    - Position/Job Detail
    - Employment S
    - Organizationa
    - Position Account C
    - Schedule Override
    - Schedule Override
    - Employee Credit
    - Employee Service
    - Employee Pay Det

Employee Position Schedule History

ID : 6004484 PERSON TMG  
 Position : 03835 SOCIAL SCIENCES - KINESIOLOGY  
 Effective Date : 11/13/2006 Expiry Date :  
 Schedule : 02 FT- 37.5H/WK 5/2-7.5H DAY- 8:00AM

Schedule

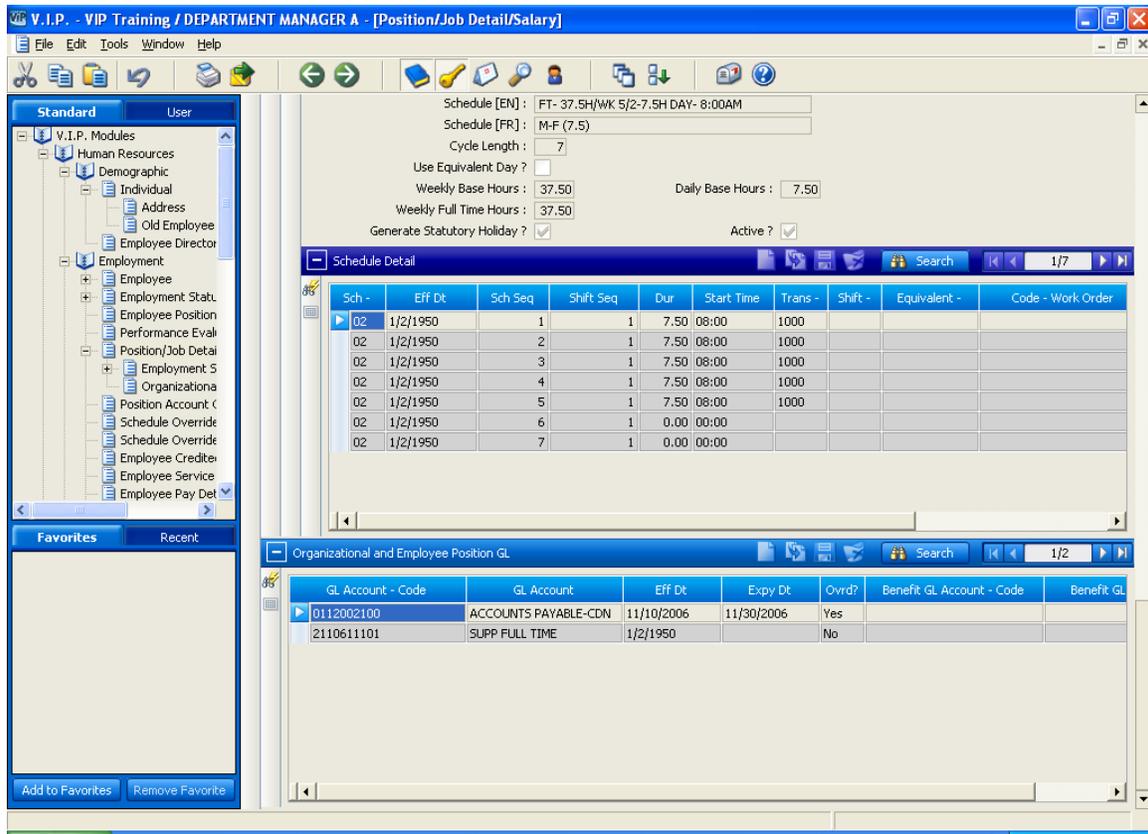
Code : 02  
 Schedule Type : 02 7.5 HOURS PER SHIFT  
 Schedule [EN] : FT- 37.5H/WK 5/2-7.5H DAY- 8:00AM  
 Schedule [FR] : M-F (7.5)  
 Cycle Length : 7  
 Use Equivalent Day ?  
 Weekly Base Hours : 37.50 Daily Base Hours : 7.50  
 Weekly Full Time Hours : 37.50  
 Generate Statutory Holiday ?  Active ?

Schedule Detail

Sch -	Eff Dt	Sch Seq	Shift Seq	Dur	Start Time	Trans -	Shift -	Equivalent -	Code - Work Order
02	1/2/1950	1	1	7.50	08:00	1000			
02	1/2/1950	2	1	7.50	08:00	1000			
02	1/2/1950	3	1	7.50	08:00	1000			
02	1/2/1950	4	1	7.50	08:00	1000			
02	1/2/1950	5	1	7.50	08:00	1000			
02	1/2/1950	6	1	0.00	00:00				
02	1/2/1950	7	1	0.00	00:00				

Organizational and Employee Position GL

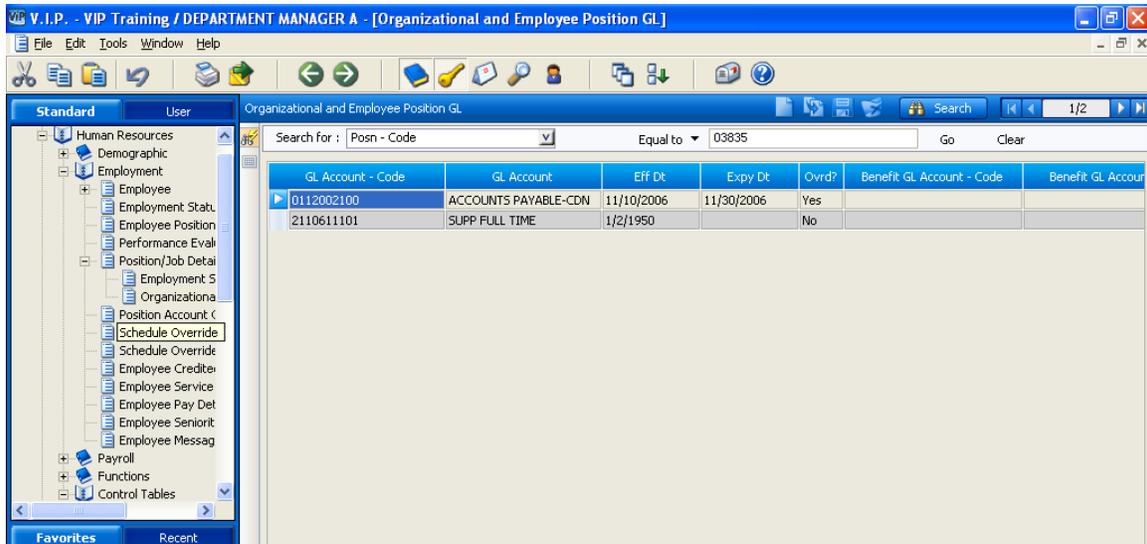
GL Account - Code	GL Account	Eff Dt	Expy Dt	Ovrd?	Benefit GL Account - Code	Benefit GL
0112003100	ACCOUNTS PAYABLE COM	11/13/2006	11/13/2006			



### Organizational and Employee Position

To view the Organizational and Employee Position GL for any Position display the **Organizational and Employee Position GL** screen. You can enter the Position code that you want to view the applicable GL accounts for.

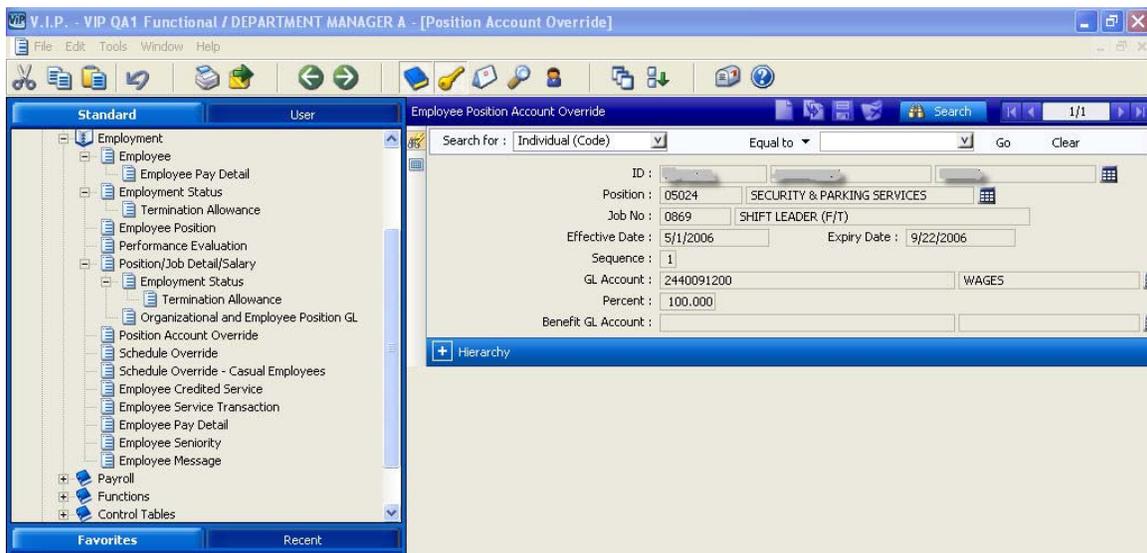
Path: VIP Modules > Human Resources > Employment > Position\Job Detail Salary > Organizational and Employee Position GL



### Employee Position Account Override

If the **Position** is charged to a different **GL Account** you can view that information on this screen.

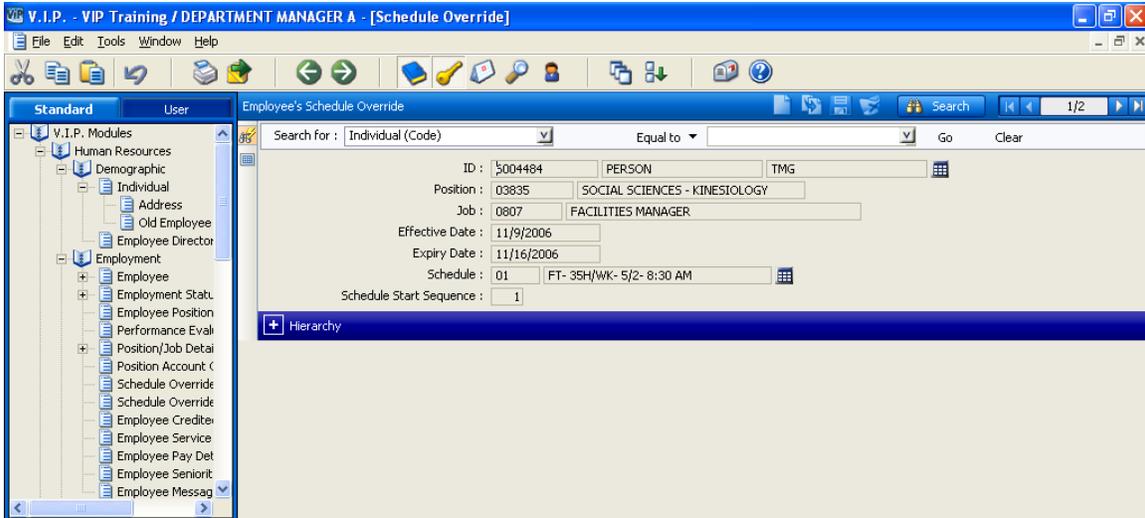
Path: VIP Modules >Human Resources >Employment > Position Account Override



### Employee's Schedule Override Information

If an employee has a different schedule than the one associated to the Position that they are in, the override is done on this screen.

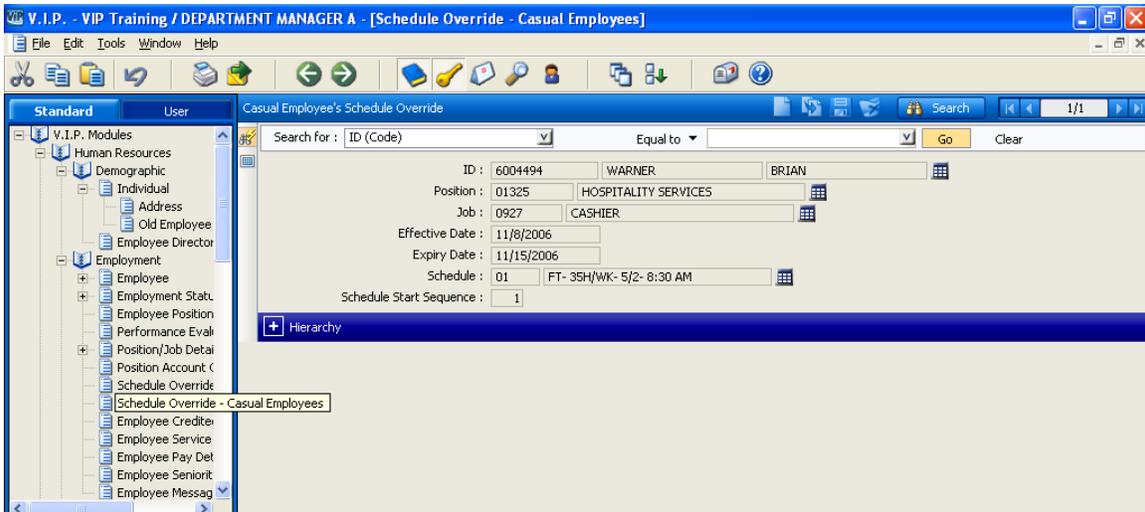
Path: VIP Modules >Human Resources >Employment >Schedule Override.



### Schedule Override – Casual Employees

If an employee is to have their earnings posted to Commitment Accounting, then a schedule override must be entered on this screen. This screen does not affect the employee's pay but rather causes an entry to be generated to Commitment Accounting.

Path: VIP Modules >Human Resources >Employment >Schedule Override- Casual Employees

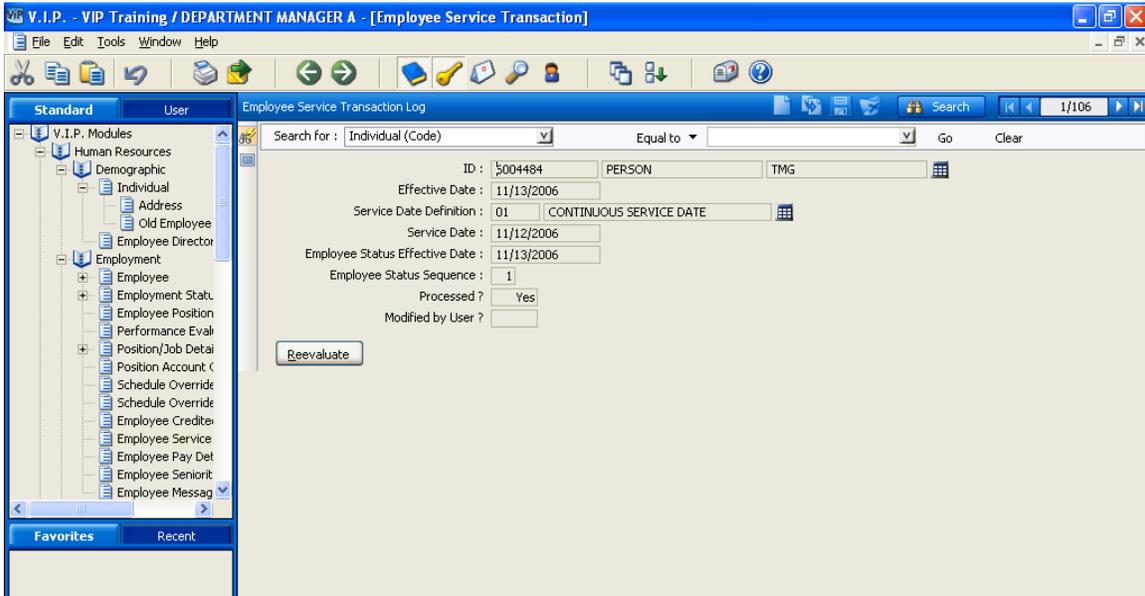
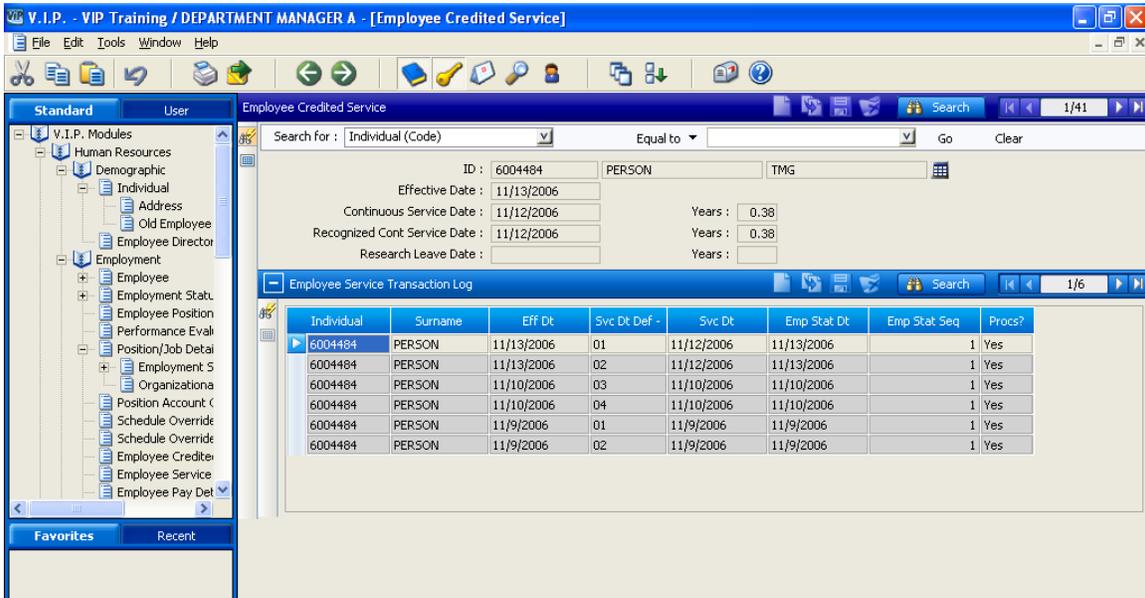


### Employee Credited Service and Employee Service Transaction Log

This screen displays the employee's Continuous Service Date, Recognized Continuous Service Date (different if the employee has previous McMaster employment) and Research Leave Date (different than the start date if the employee (Faculty only) has negotiated a porting of service from another university to go towards their accrued service for their research leave.

Path: VIP Modules >Human Resources >Employment>Employee Credited Service

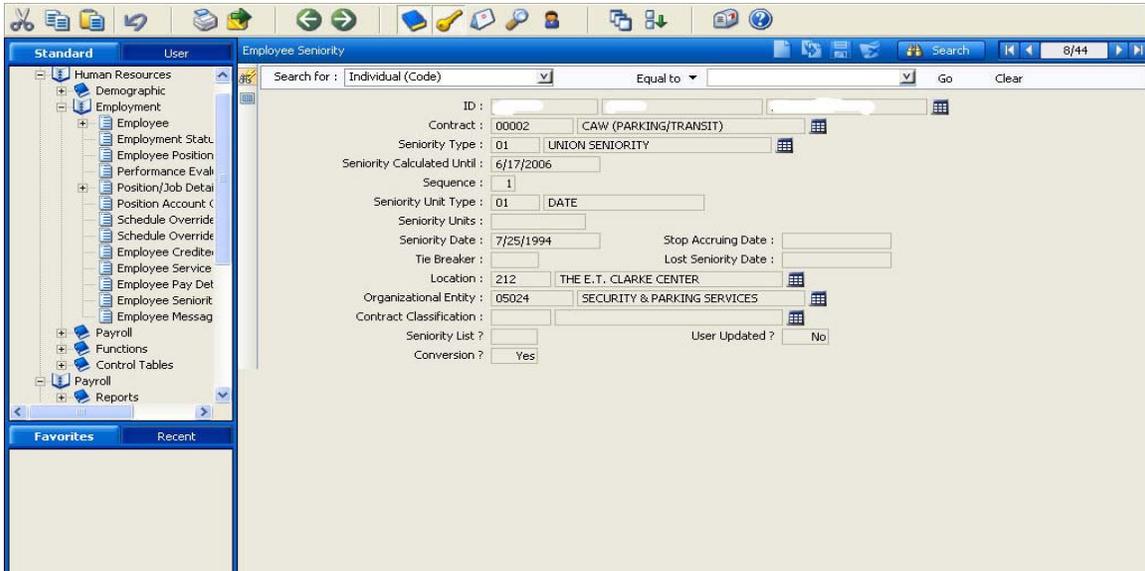
To access the Transaction Log click on + Employee Service Transaction Log



### Employee Seniority

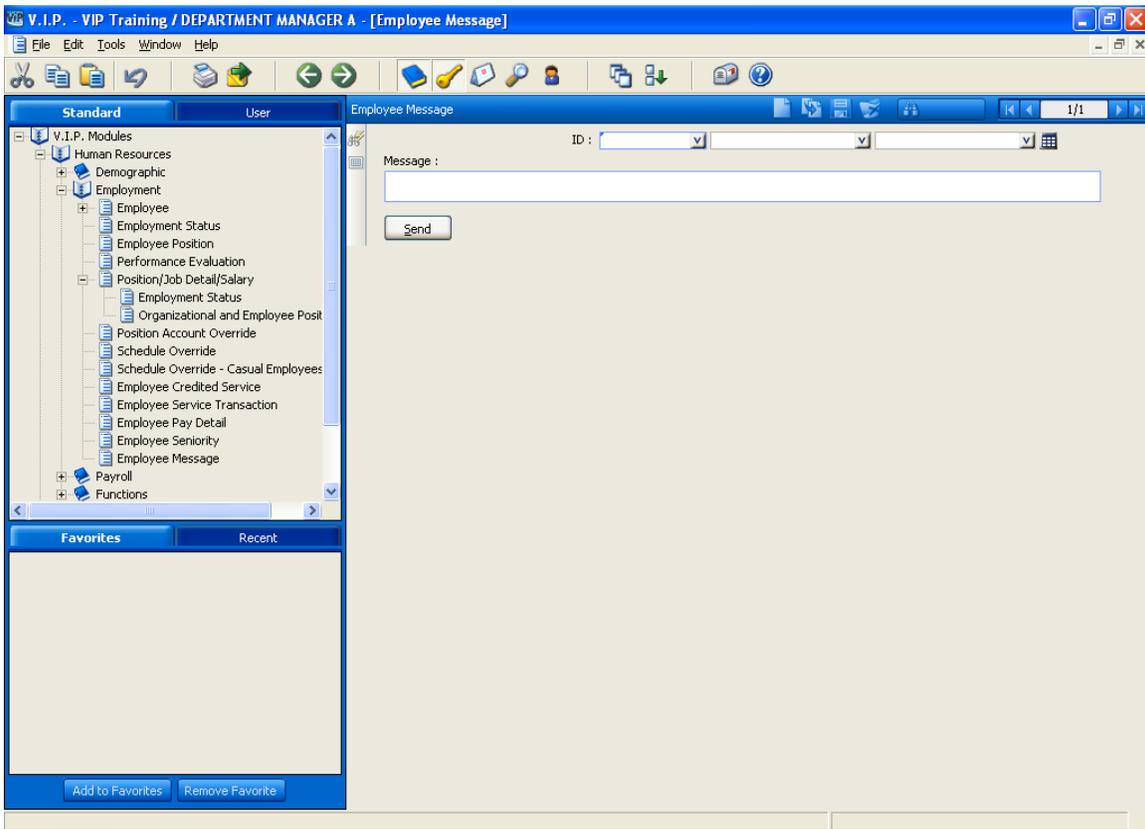
This screen displays Employee Seniority information. A nightly process is run to update this screen.

Path: VI P Modules >Human Resources >Employment>Employee Seniority



## Employee Message

**Note:** This functionality is not being used at this time.



## Human Resources – Payroll

### Premiums and Allowances

This screen displays any premiums or allowances, which have been set up for an employee, such as stipend, scholarship, car allowance, lead hand.

Path: VIP Modules>Human Resources >Payroll>Premiums and Allowances

**V.I.P. - VIP Training / MANAGER - [Premiums and Allowances]**

File Edit Tools Window Help

Standard User Individual Premiums and Allowances

Search for: Individual (Code) Equal to Go Clear

ID: 6004487 THEKID-MCGUIRE BILLY

Individual Role: E EMPLOYEE

Premium Transaction: 1320 CAR ALLOWANCE

Effective Date: 4/19/2007 Expiry Date:

Sequence: 1

Position:

Period Type: 6 MONTHLY

Contribution Transaction:

Rate: Percentage:

Premium Deduction

Amount: 250.00

Maximum Amount: 3,000.00

Cumulative Amount: 0.00

Hours:

Maximum Hours:

Cumulative Hours:

GL Account:

Benefit GL Account:

Monthly Amounts

September:	March:
October:	April:
November:	May:
December:	June:
January:	July:
February:	August:

Add to Favorites Remove Favorite

### Entitlement Bank - Employee

To view an employee's Entitlement bank(s) you use the Employee Entitlement Bank screen.

Path: VIP Modules >Human Resources >Payroll >Entitlement Bank – Employee

You can view any of the following banks for the employee (if they have one):

Bank Name	Bank Code
VACATION BANK	10
OVERTIME BANK	20
PERSONAL DAY BANK	30
SICK BANK 100%	60
SICK BANK 50%	70
MEDICAL LEAVE BANK	80
SNOW DAY	90
FLEX TIME	50
TMG COMPENSATION DAY	40

### Employee Entitlement Bank Detail

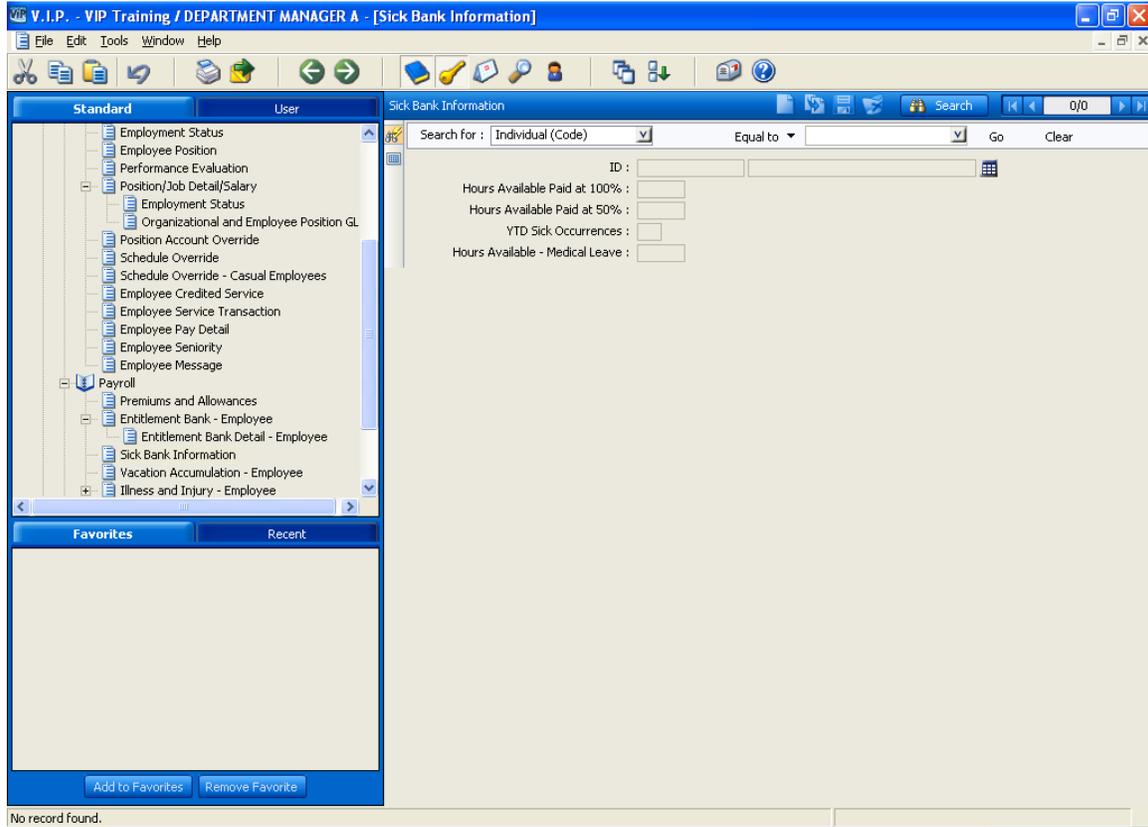
Click on the + sign to open up this screen. It will display detailed accrual and payment information for the employees Entitlement Bank(s).



## Sick Bank

If an employee is eligible for a Sick Bank – 50% or 100%(SEIU (Hospitality, O&M, Machinists), IUOE and USWA) the available balances are displayed on this screen.

Path: VIP Modules> Human Resources >Payroll >Sick Bank Information

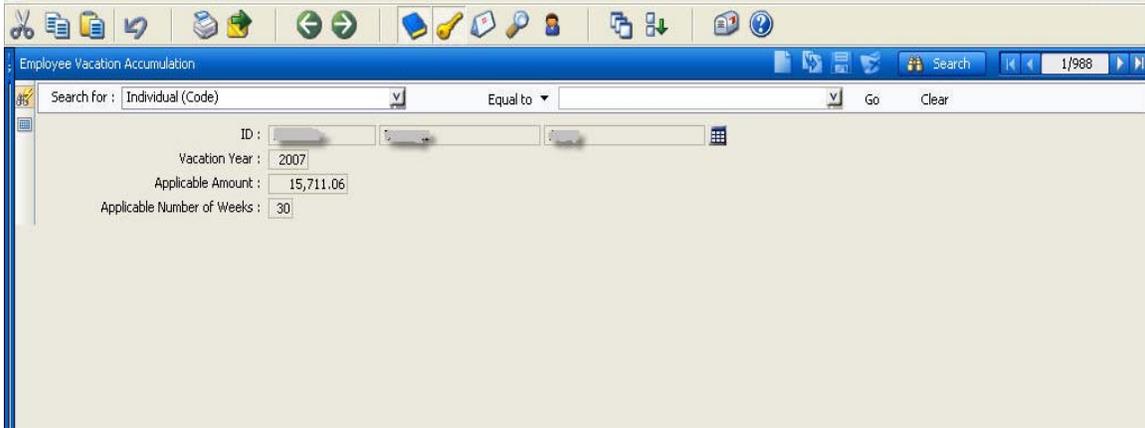


## Vacation Accumulation- Employee

If you want to view an employee's vacationable earnings information you can go to the following screen:

**Note:** You can also view this information under the Payroll screens.

Path: VIP Modules > Human Resources >Payroll >Vacation Accumulation- Employee

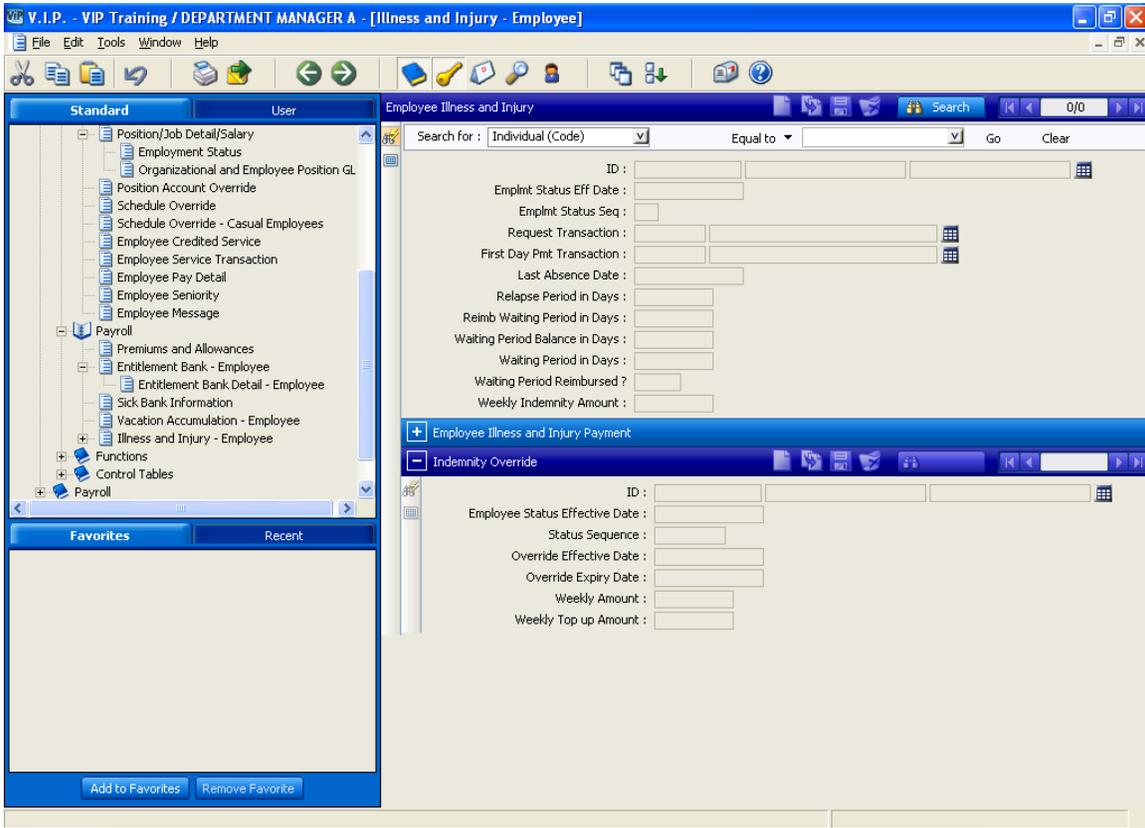


This screen displays the vacation year, the value of the vacation pay owing and the applicable number of weeks that the employee has accumulated.

### Employee Illness and Injury

This screen displays all of the transactions related to an employee's absence due to Illness or Injury. If a waiting period applies it will be displayed. Note: Maternity and Parental Leaves are also displayed on this screen.

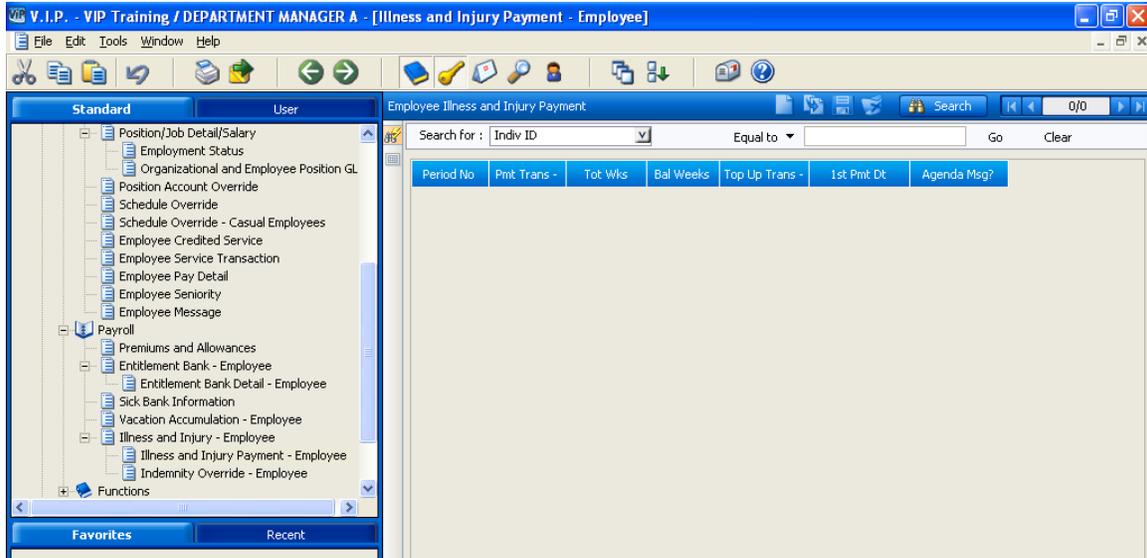
Path: VIP Modules>Human Resources>Payroll>Illness and Injury



## Employee Illness and Injury Payment

This screen displays applicable payments to an employee when they have been on a sick leave.

Path: VIP Modules>Human Resources>Payroll>Employee Illness and Injury Payment

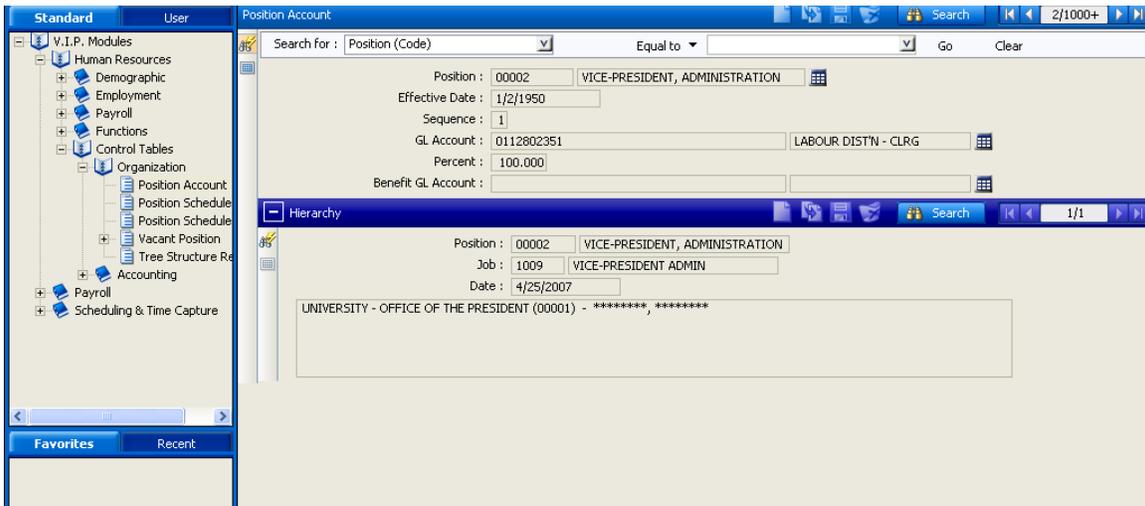


## Human Resources– Control Tables

### Position Account

To view the **GL account** to which the **Position** is charged you can view this screen. You can also see the Hierarchy associated to the Position.

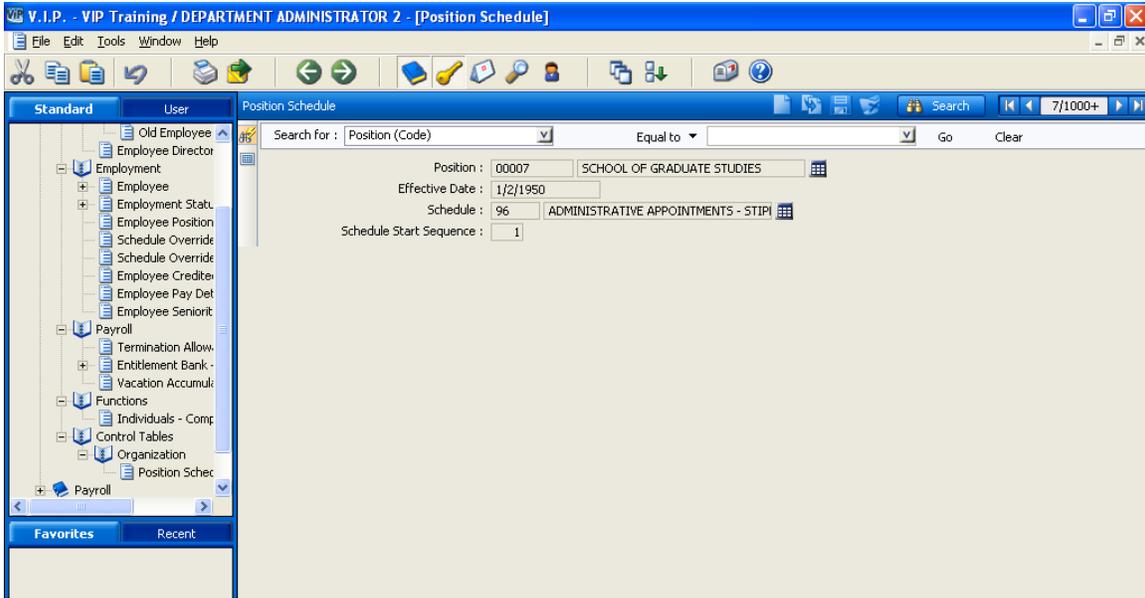
**Path:** VIP Modules > Human Resources >Control Tables>Organization>Position Account



### Position Schedule and Position Schedule Detail

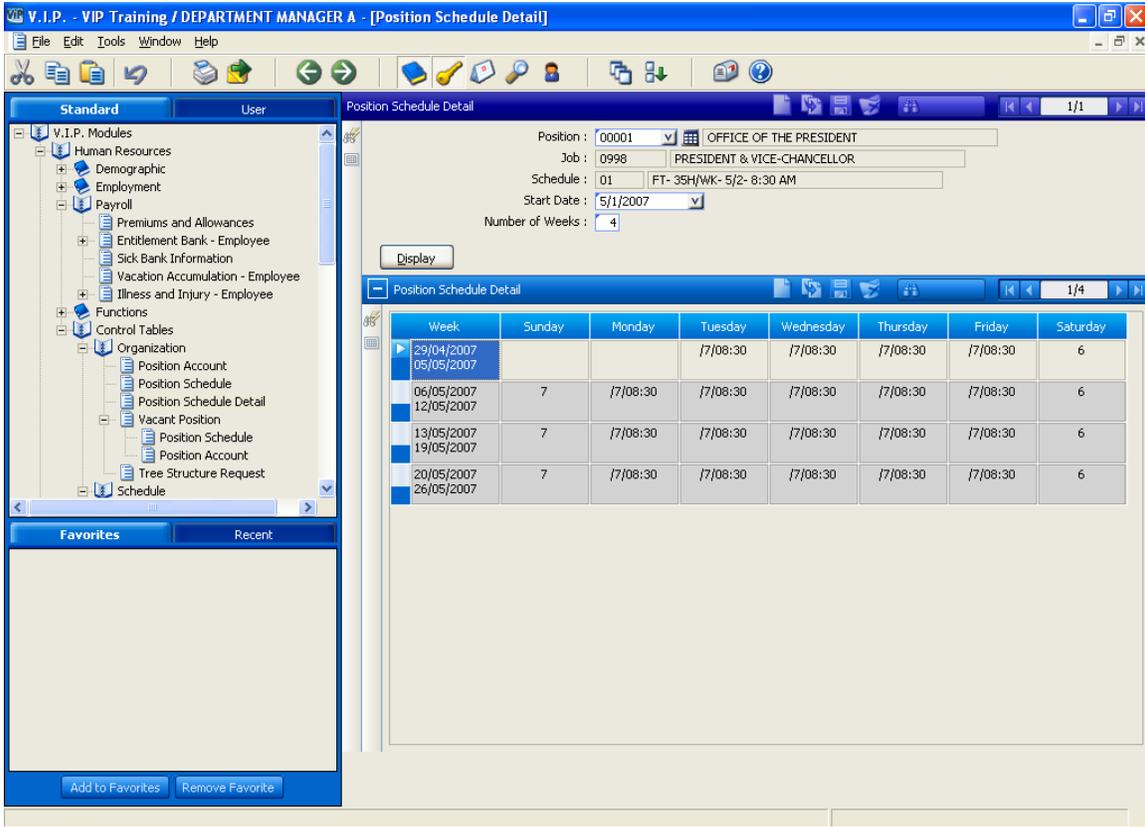
To view the **Position Schedule** that a **Position** is attached to you can use the following screen. You can also view the details of the Position Schedule by opening up the child table Position Schedule Detail.

**Path:** VIP Modules > Human Resources >Control Tables>Organization>Position Schedule



**Note:** You can also view this page via VIP Modules>Payroll>Employment>Position Schedule

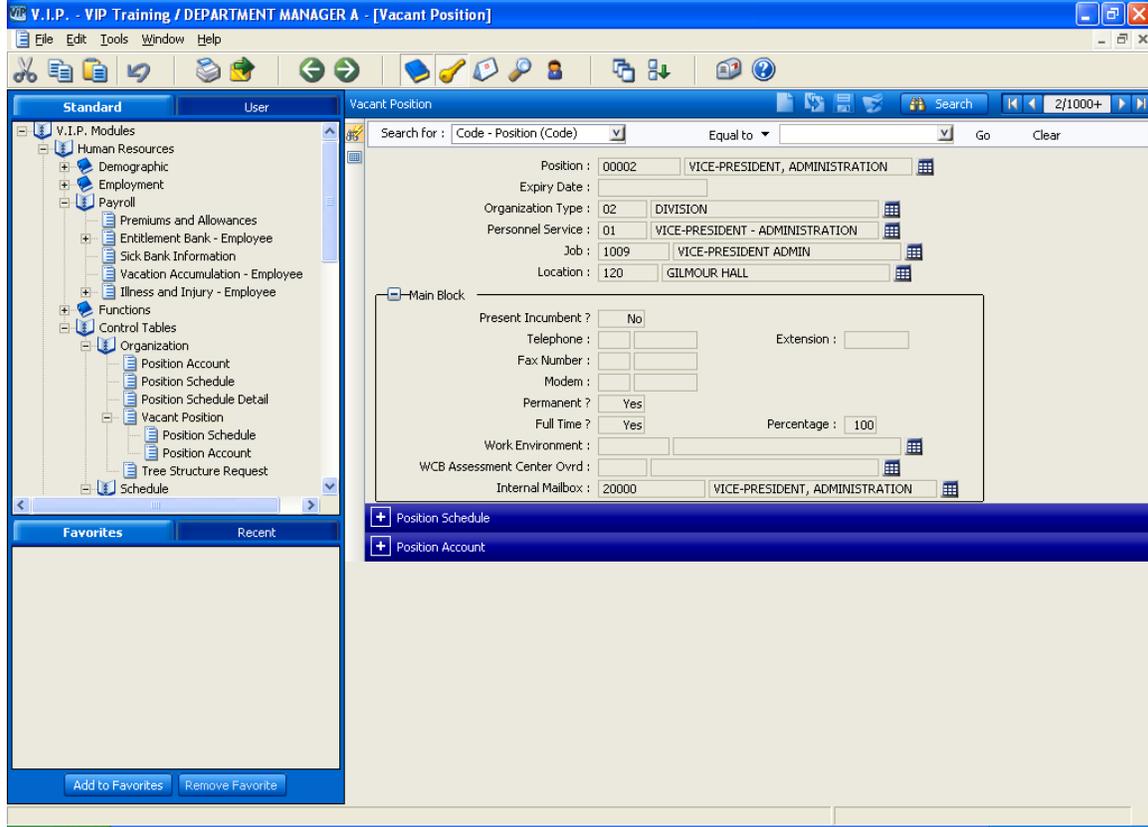
### Position Schedule Detail



### Vacant Position (Position Schedule and Position Account)

This screen allows you to view all positions and determine if there is an incumbent in the position.

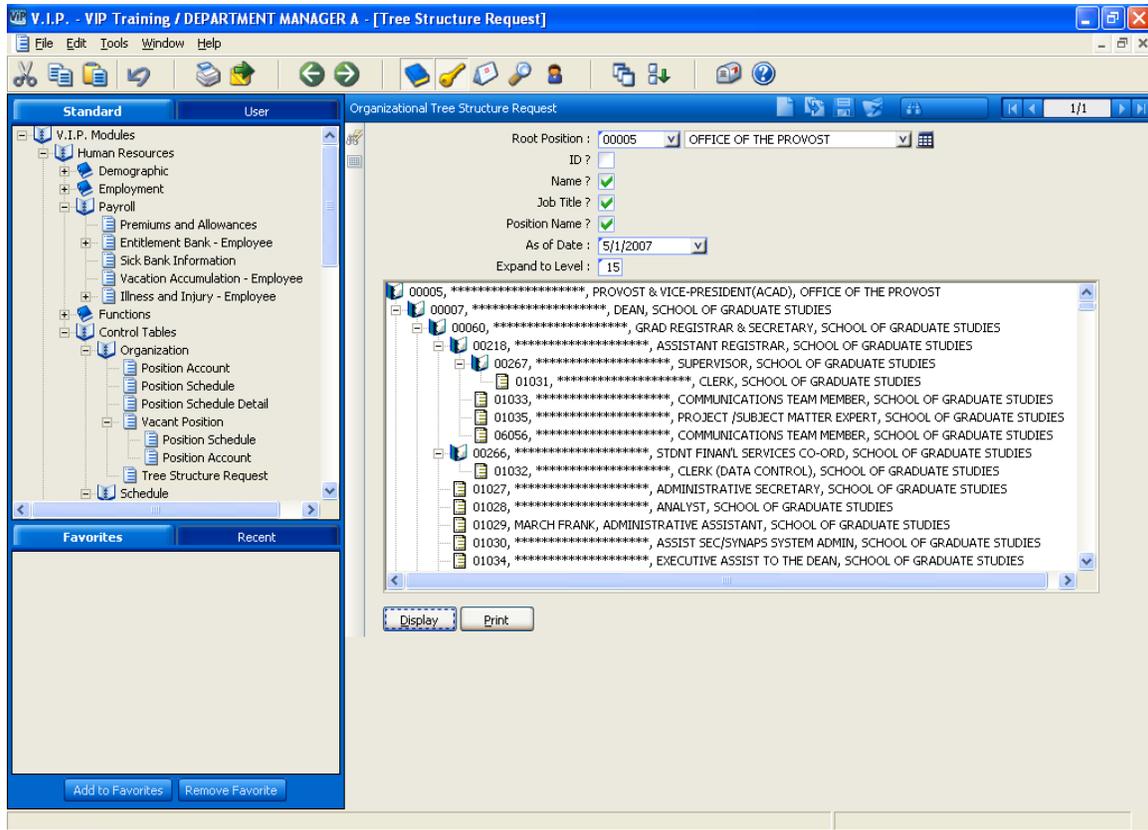
Path: VIP Modules>Human Resources>Control Tables>Organization>Vacant Position



### Tree Structure Request

This screen allows you to request a view of the tree structure for a particular “root” position.

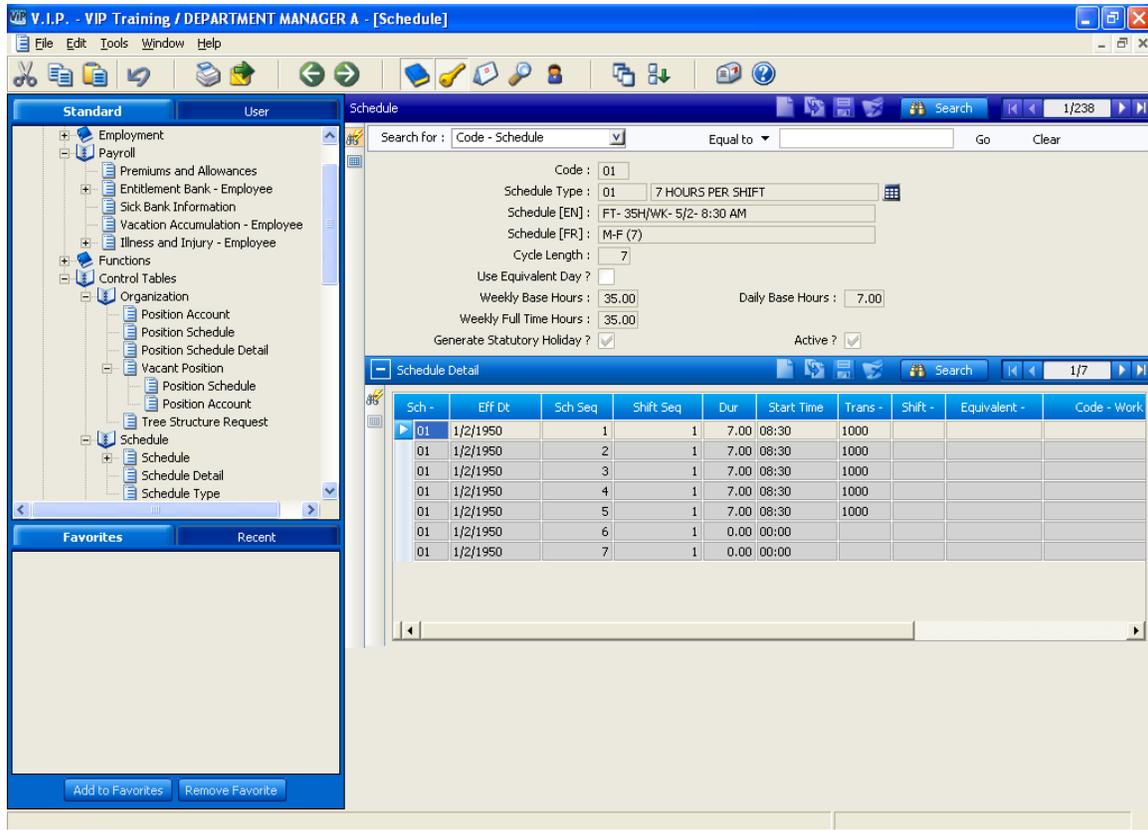
Path: VIP Modules>Human Resources>Control Tables>Organization>Tree Structure Request



### Schedule and Schedule Detail

You can use this screen to view information about a particular schedule. The schedule detail can be displayed by opening up the child table "Schedule Detail".

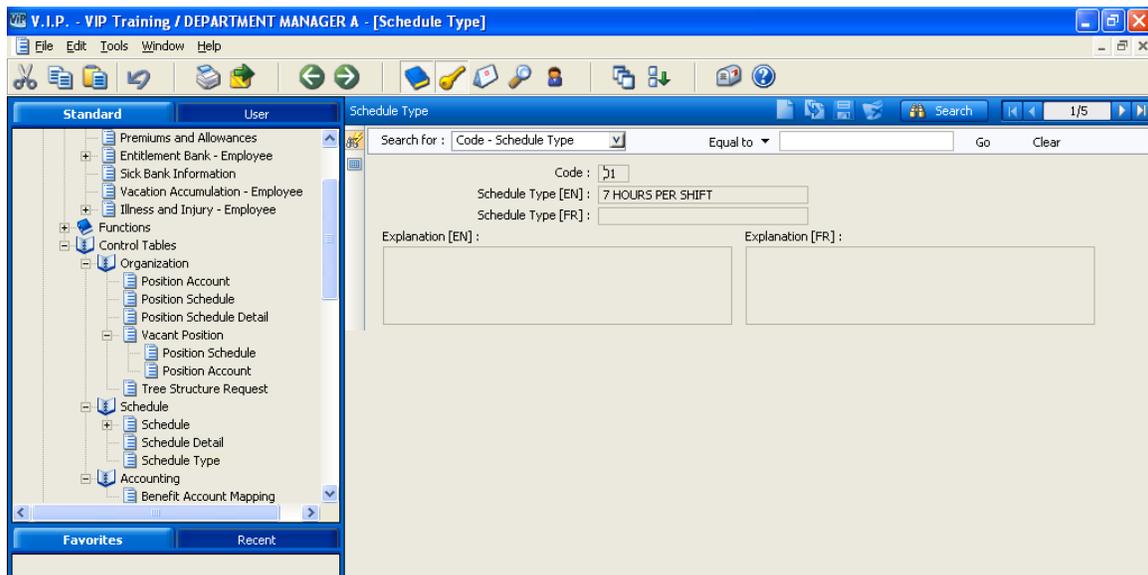
Path: VIP Modules>Human Resources>Control Tables>Organization>Schedule



### Schedule Type

This screen displays the schedule type and description for each schedule type that has been set up. For example 01 = 7 hours.

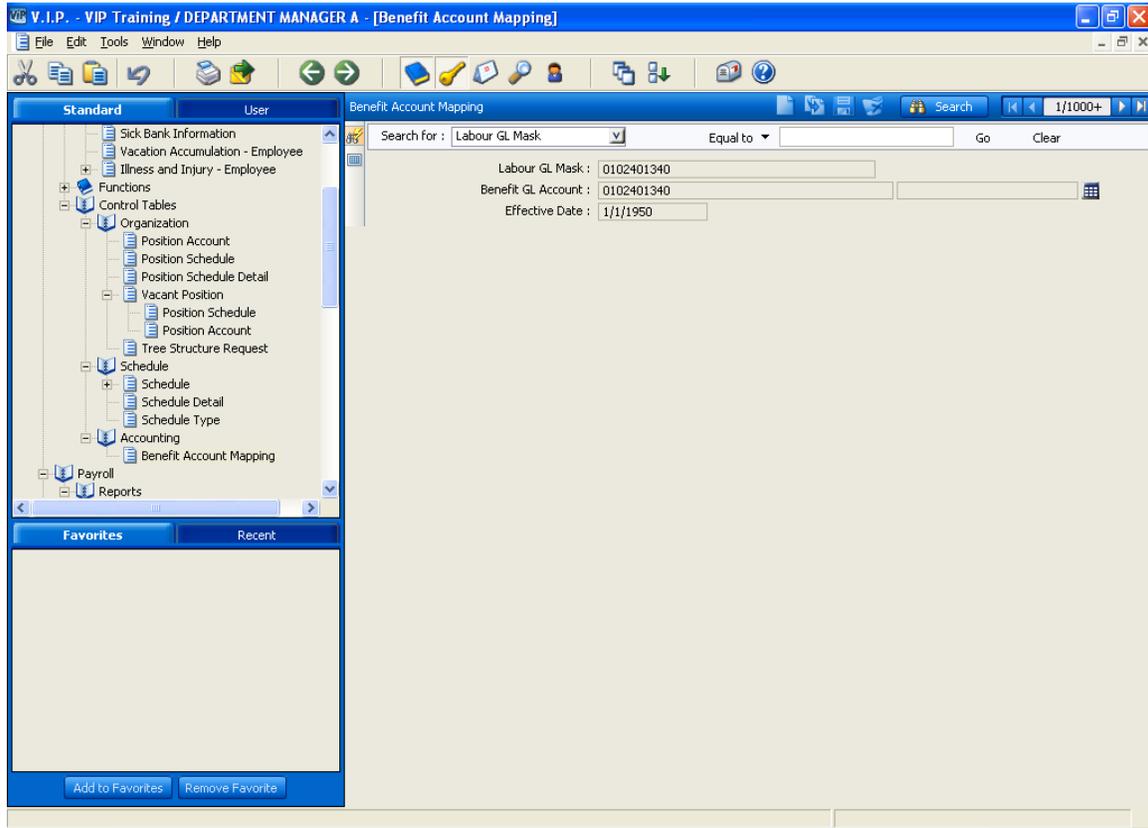
Path: VIP Modules>Human Resources>Control Tables>Organization>Schedule Type



## Benefit Account Mapping

This screen displays the Benefit GL account associated to the Labour GL account. You can use this table to verify the Benefit GL account before you enter an override to that account. This table is refreshed on a daily basis.

VIP Modules>Human Resources>Control Tables>Organization>Benefit Account Mapping



## Payroll – Employment

### Employee- Employment Status

You can view the employee's current status using this screen.

Path: VIP Modules >Payroll>Status

**Note:** You can also view this information via Human Resources>Employment>Employment Status.

Employee - Employment Status

Search for : Individual (Code) Equal to Search 45/1000+

ID : [REDACTED] CHRISTINE

Effective Date : 5/11/1970

Sequence : 1

Status Reason : 999 ACTIVE (CONVERSION)

Status Reason Type : ACTIVE

Expected Return Date :

First Day Absence Hours :

Hospitalized ?

Continued from Status Eff Dt :

Continued from Status Seq :

Accident Date :

Last Date Worked :

Rehire ?

Comments :

Termination Allowance

### Bank Summary:

This screen provides details regarding each of the employee's Entitlement banks, including Last Year Balance, Current Year Received, Current Year Balance, Booked and Balanced.

Path: VIP Modules >Payroll>Employment>Bank Summary

The screenshot shows the 'Bank Summary' application window. It features a search bar at the top with 'Individual (Code)' selected. Below the search bar is a table with the following data:

Bank	Name	Last Year Balance	Current Year Renewal	Current Year Balance	Taken Current	Booked	Balance
10	VACATION BANK	0.00	240.00	240.00	0.00	0.00	240.00
20	OVERTIME BANK	0.00	0.00	0.00	0.00	0.00	0.00
30	PERSONAL DAY BANK	0.00	8.00	8.00	0.00	0.00	8.00
60	SICK BANK 100%	0.00	0.00	470.50	0.00	0.00	470.50
70	SICK BANK 50%	0.00	232.50	160.50	72.00	0.00	160.50
80	MEDICAL LEAVE BANK	0.00	16.00	16.00	0.00	0.00	16.00
90	SNOW DAY BANK	0.00	0.00	0.00	0.00	0.00	0.00

Below the main table is an 'Entitlement Bank Detail' table:

Individual	Eff Dt	Trans	Unit
	8/16/2006	1405	8.00
	8/15/2006	1405	8.00
	8/14/2006	1405	8.00
	8/13/2006	1440	8.00
	8/11/2006	1405	8.00
	8/10/2006	1405	8.00

### Payroll Register and Payroll Register Detail

You are able to use these screens to view employee payroll information.

Path: VIP Modules>Payroll>Time Entry>Employment>Payroll Register

The screenshot shows the 'Payroll Register Detail' application window. It features a search bar at the top with 'Regs Ref No' selected. Below the search bar are several fields for payroll details:

- Register Reference No: 663290
- Pay Category: 01 BIWEEKLY
- Pay Period: 20070701 3/11/2007 3/24/2007
- Payroll Type Definition: 10 NORMAL PAY
- Payment Type: 1 REGULAR PAY
- Gross Amount: 1,410.40

Below these fields is a 'Payroll Register Detail' table:

Date	Code	Benefit	Unit	Rate	Amount	Shift	Posn	Wk Posn
3/12/2007	1000	REGULAR	8.00	17.4800	139.8400		05024	05024
3/13/2007	1000	REGULAR	8.00	17.4800	139.8400		05024	05024
3/14/2007	1000	REGULAR	8.00	17.4800	139.8400		05024	05024
3/15/2007	2540	PERSONAL DAY	8.00	17.4800	139.8400		05024	05024
3/16/2007	2540	PERSONAL DAY	8.00	17.4800	139.8400		05024	05024
3/19/2007	1000	REGULAR	4.00	17.4800	69.9200		05024	05024
3/19/2007	1000	REGULAR	4.00	17.4800	69.9200	2	05024	05024
3/19/2007	1300	EVENING SHIFT PREMIUM			3.0000		05024	
3/20/2007	1000	REGULAR	4.00	17.4800	69.9200		05024	05024
3/20/2007	1000	REGULAR	4.00	17.4800	69.9200	2	05024	05024
3/20/2007	1300	EVENING SHIFT PREMIUM			3.0000		05024	
3/21/2007	1000	REGULAR	4.00	17.4800	69.9200	2	05024	05024
3/21/2007	1000	REGULAR	4.00	17.4800	69.9200		05024	05024
3/21/2007	1300	EVENING SHIFT PREMIUM			3.0000		05024	