

Inspiring Innovation and Discovery

# **SECTION OVERVIEW**

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

# Section 3 HR/Payroll View

### 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.

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### **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.



### **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

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### 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

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

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**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

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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.

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### 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

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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.



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### **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

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### **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

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### **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

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### **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

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### **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

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### **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).

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### 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

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### **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

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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

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### 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

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### 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

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### 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

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### **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.



### **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

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# 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

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