



Inspiring Innovation and Discovery

Welcome to training on the new Human Resources and Payroll Information System – MacViP - the basis of Human Resources and Payroll processing at McMaster University.

There will be a phased implementation of the MacViP system throughout the university. Within Phase A there will be several releases, each of which will convert specific employee groups from the current system (PPS) to MacViP.

We are excited about this first implementation of Mac VIP. Phase A is intended to provide:

- Legislated compliance
- All functionality required for accurate payroll processing
- Time and Attendance tracking
- Eliminate use of “shadow systems”
- Enable decentralized reporting capabilities
- Utilize web-based technology

In order to prepare you for the implementation of the new system, a training curriculum has been developed.

For all of us who work with and manage Human Resources, Payroll and Timekeeping functions at McMaster, this is a perfect opportunity to review and learn some new basics we believe and live by in the business of Human Resource and Payroll processing. Using new and revised business processes as the starting place, these courses have been designed to provide you with the information and instructions you need to know to become comfortable with the new system and its functionality.

Throughout the training you will receive hands-on experience with the system and receive reference material that will be comprised of several components including:

- Instructor-led classroom instruction
- Paper-based reference guide
- On-line support/help

Based on the questions received; we will be adding a frequently asked question and answer section to the MacViP web page. Please visit <http://www.workingatmcmaster.ca/macvip> regularly for timely information on the status of the implementation. If you have any questions about the system, or any process or implementation questions, please contact macvip@mcmaster.ca

Enjoy your training!