McMaster University

Inspiring Innovation and Discovery

SECTION OVERVIEW

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

Employee Directory

To view an Employee's contact information; display the **Employee Directory** screen. The employee's job, position and work address information is displayed on this 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

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 Employee's Position History, click on the + Employee Position History
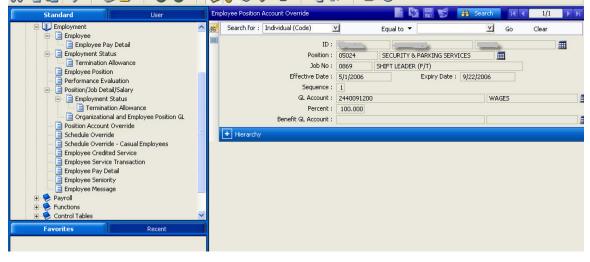
Note: You can also view the Employee Position screen via the following path.

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

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

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

Employee Seniority

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

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).

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

Vacation Accumulation- Employee

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

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

This screen displays the vacation year and the total vacationable earnings accumulated to the last pay in selected vacation year. **Note**: the applicable number of weeks field is not being used.

The screen displays multiple records for the selected year.

They system uses the following formula to calculate vacation pay:

Vacation Pay = Vacationable Earnings x % Vac Entitlement

Note: Vacation Pay may be paid as a % of earnings or at current rate of pay as defined by the employment contract.

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
To view the **Position Schedule** that a **Position** is attached to you can use the following screen.

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

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

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