

Section 3

HR/Payroll View



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

V.I.P. - VIP Training / DEPARTMENT ADMINISTRATOR 2 - [Employee Directory]

File Edit Tools Window Help

Standard User

Employee Directory

Search for : ID Equal to Go Clear

ID : 5004484

Surname : PERSON

First Name : TMG

Initials :

Job : 0807 FACILITIES MANAGER

Position : 03835 SOCIAL SCIENCES - KINESIOLOGY

Telephone : Extension :

Fax :

Location : 124 IVOR WYNNE CENTER

No and Street : 1280 MAIN ST. WEST

City : HAMILTON

Province : ON ONTARIO

Postal Code : L8S 4L8

Internal Mailbox : 34394 KINESIOLOGY

V.I.P. Modules

- Human Resources
 - Demographic
 - Individual
 - Address
 - Old Employee
 - 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

The screenshot shows the 'Employee' screen in the V.I.P. system. The title bar reads 'V.I.P. - VIP QA1 Functional / DEPARTMENT ADMINISTRATOR 2 - [Employee]'. The left sidebar contains a tree view with 'Human Resources' expanded, showing sub-items like 'Employee Dire', 'Employment', 'Employee', 'Employee Post', 'Position Accou', 'Schedule Over', 'Employee Crec', 'Employee Seri', 'Payroll', 'Entitlement Ba', 'Vacation Accou', 'Functions', 'Control Tables', 'Organization', 'Position Ac', and 'Position Sc'. The main area has a search bar with 'Individual (Code)' and a 'Go' button. Below the search bar are fields for 'ID', 'Original Hire Date' (1/25/1968), 'Last Hire Date' (1/25/1968), 'Time Generated?', 'Cellular Phone', 'Pocket Pager', 'Internet Address', and 'Internal Mailbox'. A 'Pay Normalization?' checkbox is also present. The 'Main Block' contains an 'Emergency Contact' section with fields for 'Name', 'Telephone 1', 'Extension', 'Telephone 2', 'Extension', and 'Relationship'. A 'Comments' section shows 'Created by Inactive Pension Conversion'. At the bottom, there is a 'Probation Period' field.

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

V.I.P. - VIP Training / DEPARTMENT ADMINISTRATOR 2 - [Employee Position]

File Edit Tools Window Help

Standard User

V.I.P. Modules

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Effective Date : 11/13/2006 Expiry Date :
 Assignment Type : P PRIMARY ASSIGNMENT
 Contract End Date :
 Main Block
 Benefit Group : 03 TMG (FULL BENEFITS)
 Reason : 002 RE-HIRE
 Permanent ? ☒
 Full Time ? ☒ Percentage : 100
 Employee Type : A REGULAR
 Employment Contract Type :
 Taxation Province : ON ONTARIO
 Employer Definition : 01 MCMASTER UNIVERSITY RP1
 Temporary Assignment
 Trial Period
 Employee Position History

Asg Tp - Code	Eff Dt	Expy Dt	Sal Rsn -	Posn -	Job -	Emp Tp -	Perm?	FT?	Pct	Ben Grp -	Compen -
P	11/13/2006		002	03835	0807	A	Yes	Yes	100	03	001
P	11/10/2006	11/10/2006	011	00655	0027	A	Yes	Yes	100	03	001
P	11/9/2006	11/9/2006	001	03835	0807	A	Yes	Yes	100	03	001

Add to Favorites Remove Favorite

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 Position Account Override

Search for : Individual (Code) Equal to Go Clear

ID :
 Position : 05024 SECURITY & PARKING SERVICES
 Job No : 0869 SHIFT LEADER (F/T)
 Effective Date : 5/1/2006 Expiry Date : 9/22/2006
 Sequence : 1
 GL Account : 2440091200 WAGES
 Percent : 100.000
 Benefit GL Account :
 Hierarchy

Standard User

Employment

- Employee
 - Employee Pay Detail
 - Employment Status
 - Termination Allowance
 - Employee Position
 - Performance Evaluation
 - Position/Job Detail/Salary
 - Employment Status
 - Termination Allowance
 - Organizational and Employee Position GL
 - Position Account Override
 - Schedule Override
 - Schedule Override - Casual Employees
 - Employee Credited Service
 - Employee Service Transaction
 - Employee Pay Detail
 - Employee Seniority
 - Employee Message
- Payroll
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Favorites Recent

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.

V.I.P. Training / DEPARTMENT ADMINISTRATOR 2 - [Schedule Override]

Search for : Individual (Code) Equal to Go Clear

ID : 6004484 PERSON TMG

Position : 03835 SOCIAL SCIENCES - KINESIOLOGY

Job : 0807 FACILITIES MANAGER

Effective Date : 11/9/2006

Expiry Date : 11/16/2006

Schedule : 01 FT- 35H/WK- 5/2- 8:30 AM

Schedule Start Sequence : 1

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

V.I.P. Training / DEPARTMENT ADMINISTRATOR 2 - [Schedule Override - Casual Employees]

Search for : ID (Code) Equal to Go Clear

ID : 5004494 WARNER BRIAN

Position : 01325 HOSPITALITY SERVICES

Job : 0927 CASHIER

Effective Date : 11/8/2006

Expiry Date : 11/15/2006

Schedule : 01 FT- 35H/WK- 5/2- 8:30 AM

Schedule Start Sequence : 1

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

The screenshot shows the 'Employee Credited Service' window. The left sidebar has a tree view with 'Human Resources' expanded, showing 'Demographic', 'Individual', 'Address', 'Old Employee', 'Employee Director', 'Employment', 'Employee', 'Employment Status', 'Employee Position', 'Schedule Override', 'Schedule Override', 'Employee Credit', and 'Employee Pay Det'. The main area has a search bar with 'Individual (Code)' selected. Below the search bar, the following fields are displayed:

ID :	6004484	PERSON	TMG
Effective Date :	11/13/2006		
Continuous Service Date :	11/12/2006	Years :	0.38
Recognized Cont Service Date :	11/12/2006	Years :	0.38
Research Leave Date :		Years :	

Below the fields is a button labeled '+ Employee Service Transaction Log'.

Employee Seniority

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

The screenshot shows the 'Employee Seniority' window. The left sidebar has a tree view with 'Human Resources' expanded, showing 'Demographic', 'Employment', 'Employee', 'Employment Status', 'Employee Position', 'Performance Eval', 'Position/Job Detail', 'Position Account C', 'Schedule Override', 'Schedule Override', 'Employee Credit', 'Employee Service', 'Employee Pay Det', 'Employee Seniorit', 'Employee Messag', 'Payroll', 'Functions', 'Control Tables', 'Payroll', and 'Reports'. The main area has a search bar with 'Individual (Code)' selected. Below the search bar, the following fields are displayed:

ID :			
Contract :	00002	CAW (PARKING/TRANSIT)	
Seniority Type :	01	UNION SENIORITY	
Seniority Calculated Until :	6/17/2006		
Sequence :	1		
Seniority Unit Type :	01	DATE	
Seniority Units :			
Seniority Date :	7/25/1994	Stop Accruing Date :	
Tie Breaker :		Lost Seniority Date :	
Location :	212	THE E. T. CLARKE CENTER	
Organizational Entity :	05024	SECURITY & PARKING SERVICES	
Contract Classification :			
Seniority List ?		User Updated ?	No
Conversion ?	Yes		

Human Resources – Payroll

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

Search for : Individual (Code) Equal to Go Clear

ID : []

Entitlement Bank : 10 VACATION BANK

Reference Year : 2007

--- Entitlement ---

Basis for Payment : 01 CURRENT SALARY RATE

Rate of Payment : []

Balance Hours : 160.00 Paid or Cum Amt : 0.00

Labor Standards Amount : 0.00 Met Labor Standards ? ☒

--- At Renewal ---

Entitled Hours : 160.00

Labor Standards Amount : 0.00

Renewal Date : 1/1/2007 Renewal Rate : []

Employee Entitlement Bank Detail

Date	Unit	Rate	Print Pct
------	------	------	-----------

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

The screenshot shows a software window titled "V.I.P. - VIP QA1 Functional / HR ADMINISTRATOR 3 - [Vacation Accumulation]". It features a menu bar (File, Edit, Tools, Window, Help) and a toolbar with various icons. Below the toolbar is a search bar with the text "Search for : Individual (Code)" and a dropdown menu set to "Equal to". To the right of the search bar are "Go" and "Clear" buttons. The main area of the window displays the following information:

ID :	
Vacation Year :	2007
Applicable Amount :	15,711.06
Applicable Number of Weeks :	30

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.

The system uses the following formula to calculate vacation pay:

$$\text{Vacation Pay} = \text{Vacationable Earnings} \times \% \text{ Vac Entitlement}$$

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

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

The screenshot shows the 'Position Account' window. On the left is a tree view with 'Control Tables' expanded, showing 'Position Account' selected. The main area contains fields for Position (00002), Effective Date (1/2/1950), Sequence (1), GL Account (0112802351), Percent (100.000), and Benefit GL Account. Below these is a 'Hierarchy' section showing the position's details and its organizational structure.

Field	Value
Position	00002 VICE-PRESIDENT, ADMINISTRATION
Effective Date	1/2/1950
Sequence	1
GL Account	0112802351 LABOUR DISTN - CLRG
Percent	100.000
Benefit GL Account	

Hierarchy

Field	Value
Position	00002 VICE-PRESIDENT, ADMINISTRATION
Job	1009 VICE-PRESIDENT ADMIN
Date	4/25/2007

UNIVERSITY - OFFICE OF THE PRESIDENT (00001) - *****

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

The screenshot shows the 'Position Schedule' window. On the left is a tree view with 'Position Schedule' selected. The main area contains fields for Position (00007), Effective Date (1/2/1950), Schedule (96), and Schedule Start Sequence (1).

Field	Value
Position	00007 SCHOOL OF GRADUATE STUDIES
Effective Date	1/2/1950
Schedule	96 ADMINISTRATIVE APPOINTMENTS - STIP
Schedule Start Sequence	1

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

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 Go Clear

ID : 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

Bank Summary

Search for : Individual (Code) Equal to Go Clear

ID :

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

Entitlement Bank Detail

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