

How To Update Faculty Information in FHS DB (HR/Faculty Relations)

TARGET AUDIENCE: HUMAN RESOURCES/FACULTY RELATIONS

Updated April 27, 2023

OVERVIEW

This document outlines how to view Personnel Information for faculty members in Faculty of Health Sciences. Some information in FHS DB will be read-only as it is coming either from Mosaic or MedSIS. Other information can be updated based on your security permissions.

LOGIN TO FHS-DB

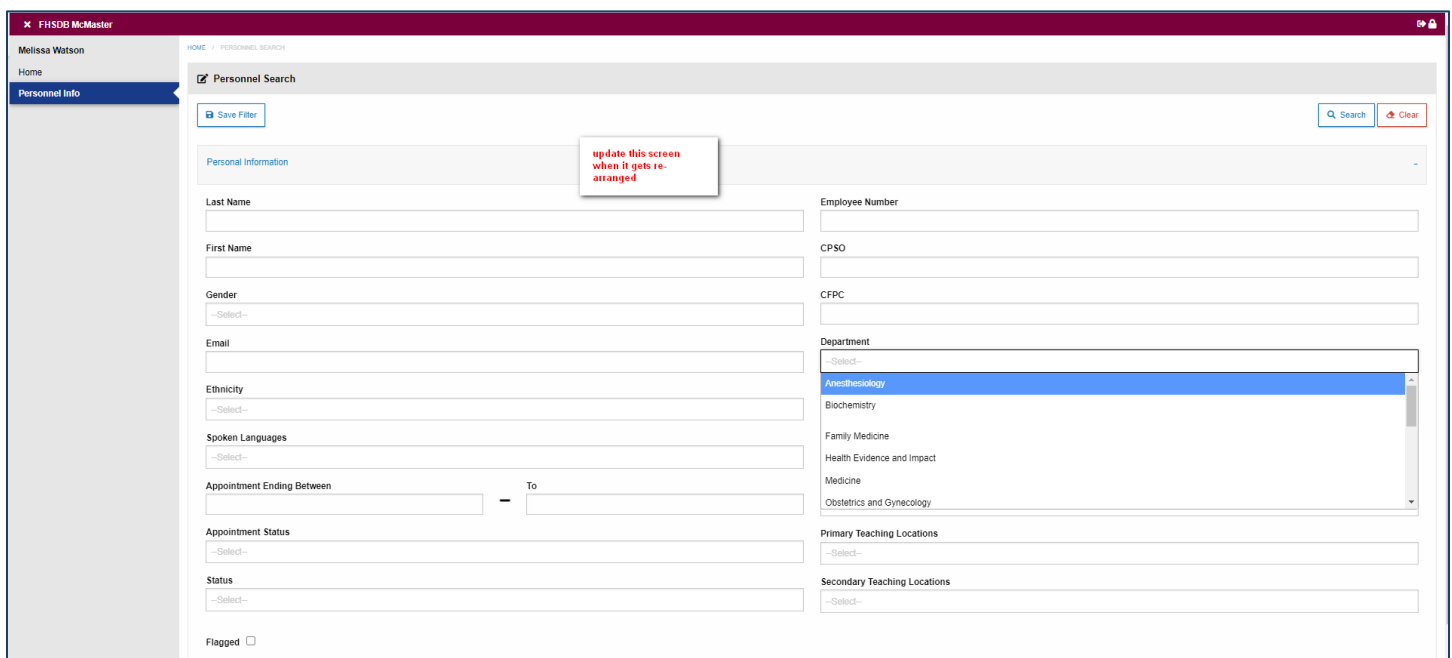
Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

PERSONNEL SEARCH

Personnel Search will allow you to search for your faculty based on some criteria that are collected in FHS DB.

- To view information on your faculty, click the Personnel Info menu item
- Click Search
- If you are searching for the same criteria most of the time (Active faculty etc.) you can save the filter



The screenshot shows the 'Personnel Search' page in the FHSDB McMaster system. The user is logged in as Melissa Watson. The page has a sidebar with 'Personnel Info' selected. The main content area contains a search form with the following fields:

- Personal Information:** Last Name, First Name, Gender (dropdown), Email, Ethnicity (dropdown), Spoken Languages (dropdown), Appointment Ending Between (date range), Appointment Status (dropdown), Status (dropdown), and a 'Flagged' checkbox.
- Employee Information:** Employee Number, CPSP, and CFPC.
- Department:** A dropdown menu is open, showing a list of departments including Anesthesiology, Biochemistry, Family Medicine, Health Evidence and Impact, Medicine, and Obstetrics and Gynecology.
- Teaching Locations:** Primary Teaching Locations and Secondary Teaching Locations (both dropdowns).

A red callout box in the center of the form says: "update this screen when it gets re-arranged".

APPOINTMENT STATUS

We import all faculty appointments directly from Mosaic. There can be some appointment errors (missing end dates, overlapping appointment etc.) that are flagged here for FHS Human Resources to validate. This filter will allow you to view the exception and errors in appointments being flagged from the Mosaic Import. If you would like to see only Active records, filter on Active here.

FACULTY STATUS

Faculty Status is used to determine the status of faculty members in FHS DB. There are 4 statuses:

1. **Draft** – any new faculty added to Mosaic where the Start Date is in the future.
2. **New** – any new faculty added to Mosaic where the Start Date is in the past.
3. **Active** – faculty with active appointment.
4. **Historical** – faculty with no active appointments.

The system should bring anyone **New** from Mosaic and allow the departments to view the appointments and add any information needed. Then the status should be changed to **Active** (manual switch). If the appointment lapses or is terminated, the system will automatically change the status (overnight process) to **Historical**.

You should be filtering on Active/New to view only active faculty members.

PERSONNEL INFORMATION MENU

Based on your search, your faculty list will be displayed. You can select 1 or more (or all) faculty to view/print their information.

VIEW INFORMATION

Selected faculty information will be displayed. There are multiple menu items grouped by a logical category. Information in these menu items is comprised of department specific information as well as CV related information (more on this below). The Faculty Header is displayed throughout the system.

GENERIC DETAILS

The Generic Details screen displays the Academic Appointment Progression that includes Primary and Secondary appointments.

The screenshot shows the 'FACULTY HEADER' section with the following details:

- Rank: Assistant Professor
- Department: Medicine
- Division: (blank)
- CPSO/Other ID: (blank)
- Primary Email: (blank)
- Teaching Location: McMaster Building/Office:
- Employee ID: (blank)
- Union Code: CFA
- Employee Class: SCL

Below the header is the 'FACULTY APPOINTMENTS' table:

Employee Number	Department	Rank	Type	Rank Type	Full / Part	Employee Class	Union	Division	Start Date	End Date	Source	Status
200009212	Medicine	Assistant Professor	Primary	Faculty	Full-Time	Special	Clinical Faculty		2021-07-01	2024-06-30	Mosaic	Active

PERSONAL INFORMATION

Personal Information screen gives you details on any personal identifiers that are either collected in Mosaic, MedSIS or FHS DB.

The screenshot shows the 'PERSONAL INFORMATION' screen for Abou-Seido, Maher. The 'Personal Information' tab is selected, and a red circle highlights it. A callout box points to the tabs with the text: "Click the tabs to view more screens".

Under 'McMaster Credentials', the following information is displayed:

- Employee Number: 123456789
- Email Address: bob@smith.ca

Under 'Professional Identifiers', the following information is displayed:

- MINC: (blank)
- CPSO: 123456
- CFPC: (blank)

A callout box at the bottom explains: "Disabled (greyed out) information is imported from Mosaic or MedSIS and cannot be changed here. Other information enabled for editing can be added/edited by the departments of the faculty." A 'Save' button is visible in the bottom right corner.

CONTACT INFORMATION

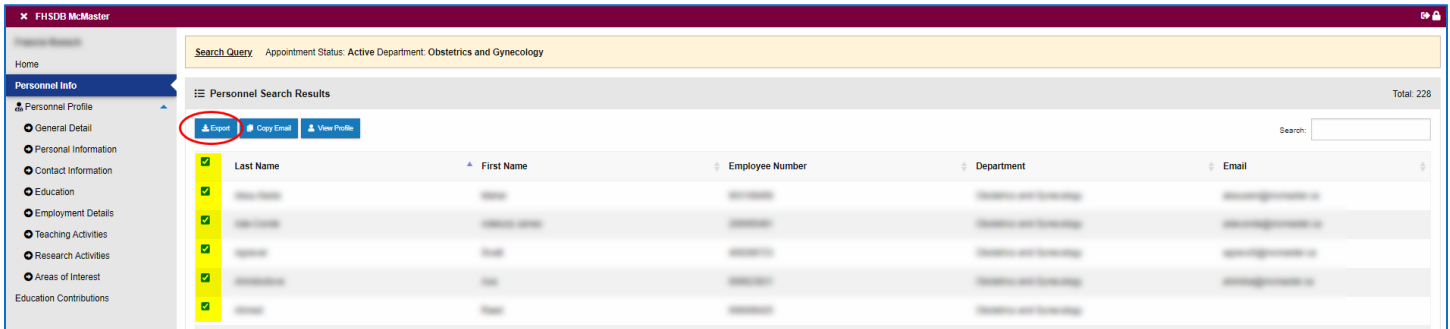
Contact information will be populated by faculty during the annual Faculty Profile Update process using a FHS DB Wizard functionality. This process will allow FHS DB to collect information on **teaching location, division and contact information**. Departments will also be able to add/edit this information on behalf of their faculty.

PREFERRED EMAIL ADDRESS

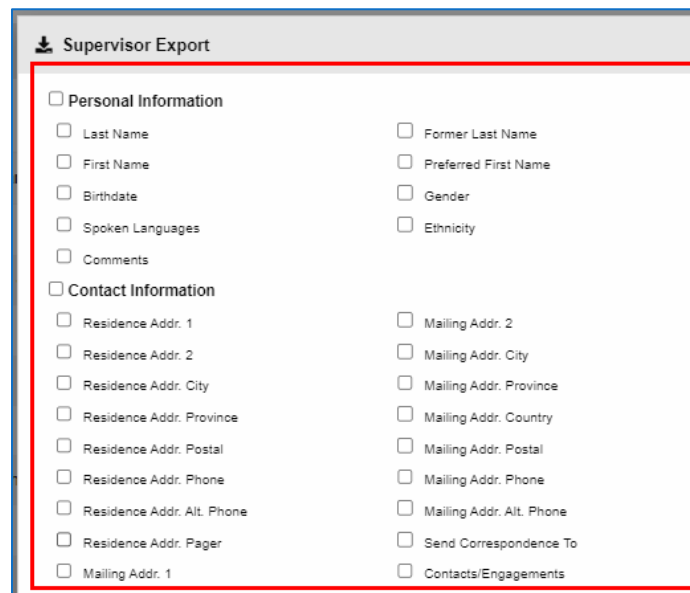
Departments can indicate the preferred email for faculty. This will be the email that all electronic communications and notifications will go to.

EXPORT INFORMATION

You can print your faculty information using the Export functionality on the Search Screen result window.



By selecting the information you need, the data will be exported into excel. Please note, that we are still working on adding additional information to this export.



NEED SUPPORT?

Please log a service ticket [here](#). All FHS DB User Guides can be found on the [FHS DB website](#)