

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 <u>How to Login to FHS DB</u>

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

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Melissa Watson	HOME / PERSONNEL SEARCH			
Home	Personnel Search			
Personnel Info	Save Filter]	Q Search de Clear
	Personal Information	update this screen when it gets re- arranged		-
	Last Name		Employee Number	
	First Name		CPSO	
	Gender		CFPC	
	-Select			
	Email		Department	
			-Select-	
	Ethnicity		Anesthesiology	* *
	-Select-		Biochemistry	
	Spoken Languages		Family Medicine	
	Select		Health Evidence and Impact	
	Appointment Ending Between To		Medicine	
	-		Obstetrics and Gynecology	*
	Appointment Status		Primary Teaching Locations	
	-Select		-Select-	
	Status		Secondary Teaching Locations	
	-Select		-Select-	
	Flagged			

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.

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Francis Roesch Home	Searc	Search Query Appointment Status: Active Department: Obstetrics and Gynecology Search Criteria for your reference					
Personnel Info	i≣ Pe	ersonnel Search Results	Export will provide information export on all sele	ected faculty		1	Total: 228
Education Contributions		Copy Email - will copy email for selected faculty into your clipbooard View Profile will bring your to the screens with all personnel information		Se			
	7	Last Name	 First Name 	Employee Number	Department	4 Email	÷
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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.

Smith, Albert	1 of 338 🄛 🙌	Active
Rank: Assistant Professor (PT) Department: Medicine Division: Cardiology	CP SO/Other ID: 123456 Primary Email: test@mcmaster.ca	Teaching Location: Burlington Region McMaster Building/Office: Joseph Brant, 3UPX
Department Information		
Employee ID: 0000123456 Union Code: OTA Employee Class: OTA		

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GENERIC DETAILS

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

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New Yorks	HOME / GENERAL DETAIL DETAIL DETAIL				
Home MENU OPTIONS	1 of 1288 bb bb				
Personnel Info		•			
& Personnel Profile	Rank: Assistant Professor CPSO/Other ID: Teaching Location:				
General Detail	Department: Medicine Primary Email: McMaster Building/Office: Division:				
O Personal Information		_			
Contact Information	Department Information				
Education	Factor Design and the State Factor State 201				
Employment Details	Employee ID. Union Code: CPA Employee Class. SCL				
Professional Activities	Acadamic Appointments				
Teaching Activities					
Research Activities	Showing 1 to 1 of 1 entries FACULTY APPOINTMENTS Filter				
Areas of Interest	Employee Rank Full / Employee Start End				
Education Contributions	Number Department Rank Type Type Part Class Union Division Date Date Source Status	÷.			
	200009212 Medicine Assistant Primary Faculty Full-Time Special Clinical 2021-07- 2024-06- Professor 01 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.

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Francis Roesch	NOME / PERSONAL INFORMATION		
Home	Abou-Seido, Maher	1 of 228 🕨 🗰	Active
Personnel Info			
& Personnel Profile	Rank: Asst Clinical Prof (Adjunct)	CPSO/Other ID: 123456	Teaching Location: Hamilton
General Detail	Division:	Finnary Entail. Dob@Sinitit.ca	wowaster Buildingronice. Wowe, 2001
Personal Information			
Contact Information	Department Information		
Education	Employee ID: 123456789 Union Code: OTA Employee Class: OTA		
Employment Details Traching Activities			
Research Activities	Personal Information Professional Identifiers		
 Areas of Interest 			
Education Contributions	McMaster Credentials Click the tabs to view	Professional Idenifiers	
	Employee Number: mote screens	MINC:	
	123456789		
	Email Address:	CPSO:	
	bob@smith.ca	<mark>123456</mark>	
		CFPC:	
	Comments:	Disabled (greved 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.	<i>M</i>
			B Save





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Francis Result	HOME / EMPLOYMENT DETAILS									
Home	Aller Soll, Bally			1 of 228 🕨	н					Active
Personnel Info										
& Personnel Profile	Rank: Asst Clinical Prof (Adjunct) Department: Obstatrics and Gunacology		CPSO/Other ID: Primary Email:	10.00		Teachin	ig Location: ter Building/Office: MUMC 200	1		
General Detail	Division:		Finally Chian.			memuat	ter buildingromee. Molilo, 200			
Personal Information	Plue faut take are	Durals forstaria and Older and an								
 Contact Information 	Department I department specific	directly from faculty CV entries as read-	only							
Education										
Employment Details	¥	¥								
 Teaching Activities 	Academic Appointments Teaching Location	n Flag Employment History								
Research Activities										
Areas of Interest	Showing 1 to 2 of 2 entries								Filter	
Education Contributions	Employee Number 🔶 Department	≑ Rank	ϕ Type ϕ	Rank Type 🔶 Full / Part	Employee Class	⊕ Union	Division Start Date	Tend Date	Source	¢ Status ¢
	003109456 Obstetrics and	Gynecology Asst Clinical Prof (Adjunct)	Primary	Faculty Part-Time	Other Academic	Other Academic	2021-07-01	2024-06-30	Mosaic	Active (Active)
	003109456 Obstetrics and	Gynecology Asst Clinical Prof (Adjunct)	Primary	Faculty Part-Time	Other Academic	Other Academic	2018-11-01	2021-06-30	ATP	Inactive (Active)
	Show 25 * entries									Previous 1 Next

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.

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Francis Result	HOME / CONTACT INFORMATION		
Home Personnel Info	Non-Sect. Now	1 of 228 🕨 🗰	Active
Personnel Profile General Detail Personal Information	Rank: Asst Clinical Prof (Adjunct) Department: Obstetrics and Gynecology Division:	CPSO/Other ID: Primary Email:	Teaching Location: McMaster Building/Office UUM/C, 2D01
 Contact Information 	Department Information		
 Education Employment Details 	Employee ID: Union Code: OTA Employee Class: OTA		
Teaching Activities Research Activities	Contact Information Email Addresses		
 Areas of Interest 			
Education Contributions	Current Living Residence	McMaster Business Address	Mailing Address
	Copy to Mailing Address	Copy to Mailing Address	Address 1
	Address 1	Aridross 1	503- 2250 Bovaird Drive East
	90 - 2900 Rio Crt	1280 Main St. W	Address 2
	Address 2	Aridrose 2	
			Building Name
	City	Ruilding Name	
	Mississauga	MUMC	Room Number

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.

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Francis Result	HOME / CONTACT INFORMATION		
Home Personnel Info	Non-Sect. State	1 of 228 🐲 🧿	Adive
Personnel Profile General Detail Personal Information	Rank: Asst Clinical Prof (Adjunct) Department: Obstetrics and Gynecology Division:	CPSO/Other ID: Primary Email:	Teaching Location: McMaster Building/Office: MUMC, 2D01
Contact Information	Department Information		
Education Employment Details	Employee ID: Union Code: OTA Employee Class: OTA		
Teaching Activities Research Activities	Contact Information Email Addresses		Click here to make other email addresses preferred
• Areas of Interest	Email		Preferred
Education Contributions	sancto general co		
	An an age of the second s		<u></u>
	san an ang davan sa	Indicates preferred email for communications	· ·





EXPORT INFORMATION

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

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Home	Searc	ch Query Appointment Statu	us: Active Department: Obstetrics and Gynecology				
Personnel Info	i≣ P	ersonnel Search Results					Total: 228
🍰 Personnel Profile 🔺	-	_					
 General Detail 	(▲⋼	cport 🔰 Copy Email 🔒 View F	Profile			Search:	
O Personal Information			_				
Contact Information		Last Name	 First Name 	Employee Number	Department	🔶 Email	A T
Education		1011-1010			theorem and forwards	an organization of	
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 Teaching Activities 							
Research Activities		10000	1148	440,047,0	therein an tenang	and ground a	
• Areas of Interest					theorem and formulage	annager same a	
Education Contributions					Sectors are breaking		

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.

🛓 Supervisor Export					
Personal Information					
Last Name	Former Last Name				
First Name	Preferred First Name				
Birthdate	Gender				
Spoken Languages	Ethnicity				
Comments					
Contact Information					
Residence Addr. 1	Mailing Addr. 2				
Residence Addr. 2	Mailing Addr. City				
Residence Addr. City	Mailing Addr. Province				
Residence Addr. Province	Mailing Addr. Country				
Residence Addr. Postal	Mailing Addr. Postal				
Residence Addr. Phone	Mailing Addr. Phone				
Residence Addr. Alt. Phone	Mailing Addr. Alt. Phone				
Residence Addr. Pager	Send Correspondence To				
Mailing Addr. 1	Contacts/Engagements				

NEED SUPPORT?

Please log a service ticket here. All FHS DB User Guides can be found on the FHS DB website