

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

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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

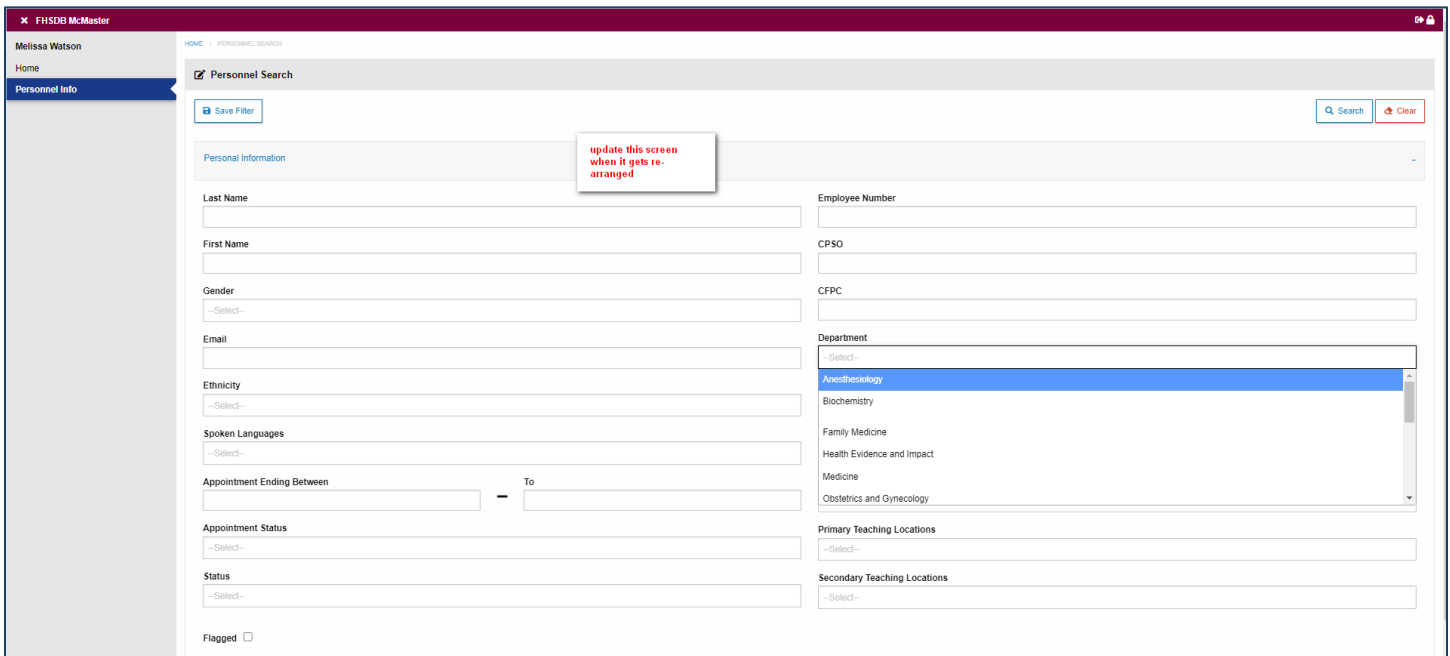
Login to the system using your MacID/password or local login.

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' interface. On the left is a navigation menu with 'Personnel Info' selected. The main 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 with 'Anesthesiology' selected.
- Teaching Locations:** Primary Teaching Locations and Secondary Teaching Locations (both dropdowns).

A red callout box in the center of the form reads: "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.

**Personnel Search Results** Total: 228

Search Query: Appointment Status: Active Department: Obstetrics and Gynecology Search Criteria for your reference

Buttons: [Export](#) [Copy Email](#) [View Profile](#)

Callout: Export will provide information export on all selected faculty  
Copy Email - will copy email for selected faculty into your clipboard  
View Profile will bring you to the screens with all personnel information

Last Name	First Name	Employee Number	Department	Email
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				

Select All Faculty on the screen

## 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) CPSO/Other ID: 123456 Teaching Location: Burlington Region  
 Department: Medicine Primary Email: test@mcmaster.ca McMaster Building/Office: Joseph Brant, 3UPX  
 Division: Cardiology

Department Information

Employee ID: 0000123456 Union Code: OTA Employee Class: OTA

## GENERIC DETAILS

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

**FACULTY HEADER**

1 of 1288 [Navigation] Active

Rank: Assistant Professor      CPSO/Other ID:      Teaching Location: McMaster Building/Office:  
 Department: Medicine      Primary Email:      McMaster Building/Office:  
 Division:

**Department Information**

Employee ID:      Union Code: CFA      Employee Class: SCL

**Academic Appointments**

Showing 1 to 1 of 1 entries      Filter: [ ]

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.

**PERSONAL INFORMATION**

1 of 238 [Navigation] Active

Rank: Asst Clinical Prof (Adjunct)      CPSO/Other ID: 123456      Teaching Location: Hamilton  
 Department: Obstetrics and Gynecology      Primary Email: bob@smith.ca      McMaster Building/Office: MUMC, 2D01  
 Division:

**Department Information**

Employee ID: 123456789      Union Code: OTA      Employee Class: OTA

Personal Information      Professional Identifiers

McMaster Credentials

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

Professional Identifiers

MINC:  
 CPSO: 123456  
 CFPC:

Comments:

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.

Save

Rank: Asst Clinical Prof (Adjunct)    CPSO/Other ID: [redacted]    Teaching Location: McMaster Building/Office: MUMC, 2D01

Department: Obstetrics and Gynecology    Primary Email: [redacted]

Department Information

Academic Appointments    Teaching Location    Flag    Employment History

Showing 1 to 2 of 2 entries

Employee Number	Department	Rank	Type	Rank Type	Full / Part	Employee Class	Union	Division	Start Date	End 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)

## 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.

Rank: Asst Clinical Prof (Adjunct)    CPSO/Other ID: [redacted]    Teaching Location: McMaster Building/Office: MUMC, 2D01

Department: Obstetrics and Gynecology    Primary Email: [redacted]

Department Information

Employee ID: [redacted]    Union Code: OTA    Employee Class: OTA

Contact Information    Email Addresses

Current Living Residence    McMaster Business Address    Mailing Address

## 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.

Rank: Asst Clinical Prof (Adjunct)    CPSO/Other ID: [redacted]    Teaching Location: McMaster Building/Office: MUMC, 2D01

Department: Obstetrics and Gynecology    Primary Email: [redacted]

Department Information

Employee ID: [redacted]    Union Code: OTA    Employee Class: OTA

Contact Information    Email Addresses

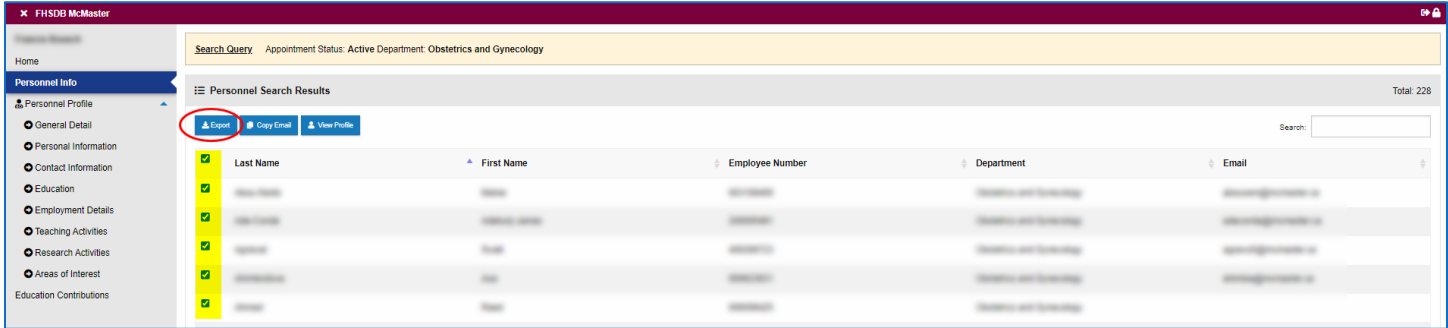
Email

Indicates preferred email for communications

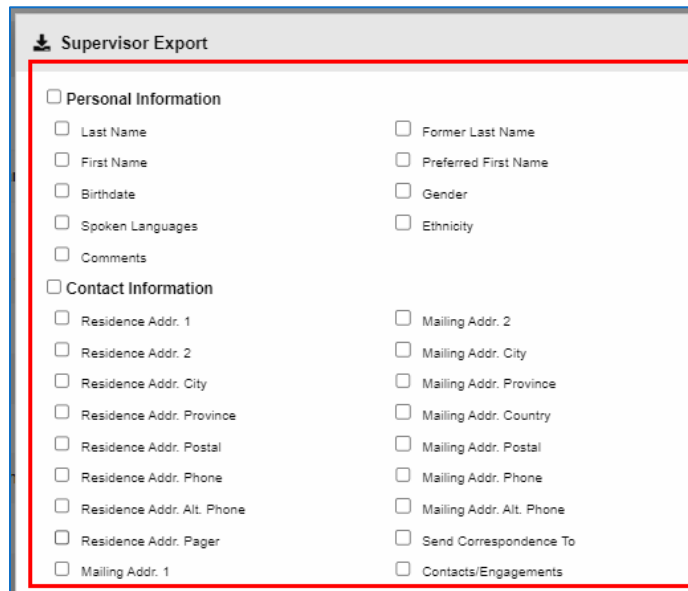
Click here to make other email addresses preferred

## 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?

All FHS DB User Guides can be found on the [FHS DB website](#)