

How To View and Edit Faculty Information in FHS DB (Departments)

TARGET AUDIENCE: DEPARTMENT ADMINISTRATORS Updated April 1, 2024



OVERVIEW

This document outlines how to view information in FHS DB for faculty members in a department. Some of the information is coming from Mosaic, some has been collected in MedSIS (UGME, PGME), while some information will be collected in FHS DB.

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

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Francis Result	HOME / PERSONAL SEARCH							
Home	Personnel Search							
Education Contributions	B Sne FBr Q, Seach Char							
	Personal Information	-						
	Last Name	Employee Number						
	First Name	CPSO						
	Email	CFPC Automatically filtered based on user's security						
	Spoken Languages	Department						
	-Select-	Obstetrics and Gynecology						
	Appointment Ending Between To	Divisions						
		-Select-						
	Appointment Status	Rank						
	Active ×	-Select-						
	Faculty Status	Teaching Role						
	_Select-	-Seleci-						
	Flagged	Primary Teaching Locations						
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APPOINTMENT STATUS VS FACULTY 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.

FACULTY STATUS

Faculty Status is used to determine the status of faculty members being imported from Mosaic. 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, verify the information and add anything else needed. Departments can then change the status to **Active** (manual switch). If the appointment lapses or is terminated, the system will automatically change the status (overnight process) to **Historical**.

PERSONNEL INFORMATION RESULTS

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	Search	Search Query Appointment Status: Active Department: Obstetrics and Gynecology Search Criteria for your reference									
Personnel Info Education Contributions ▲ Loyer ● Cityy Email		Export will provide information export on all selected faculty Copy Email - will copy email for selected faculty into your clipbooard View Profile will bring your the screens with all personnel information			Tota Search:	al: 228					
		Last Name	 First Name 	Employee Number	Department	Email	Å.				
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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 consisting of department specific information as well as CV related information (more on this below). The Faculty Header is displayed throughout the system.

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Sec later.	HOME / GENERAL DETAIL FACULTY HEADER	
Home MENU OPTIONS	1 of 1288 DP DN	
Personnel Info		
Bersonnel Profile	Rank: Assistant Professor CPSO/Other ID: Teaching Location:	
 General Detail 	Department: Medicine Primary Email: McMaster Building/Office: Division:	
Personal Information		_
Contact Information	Department Information	
Education	Employee Dy Union Codey, CEA, Employee Classy, CCI	
Employment Details	Employee ID. Onion Code. CFA Employee Class. SCL	
Professional Activities	Acadamic Appointmente	
Teaching Activities	Academic Appointments	
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	Ŷ
	200009212 Medicine Assistant Primary Faculty Full-Time Special Clinical 2021-07- 2024-06- Professor 01 30	





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Francis Roesch	HOME / PERSONALINFORMATION		
Home	Abou-Seido, Maher	1 of 228 🕨 🙀	Active
Personnel Info Personnel Profile General Detail	Rank: Asst Clinical Prof (Adjunct) Department: Obstetrics and Gynecology Division:	CPSQ/Other ID: 123456 Primary Email: bob@smith.ca	Teaching Location: Hamilton McMaster Building/Office: MUMC, 2D01
Contact Information	Department Information		
 Education Employment Details 	Employee ID: 123456789 Union Code: OTA Employee Class: OTA		
 Teaching Activities Research Activities 	Personal Information Professional Identifiers		
 Areas of Interest Education Contributions 	McMaster Credentials Click the tabs to view more screens	Professional Identifiers MINC:	
	123456789 Email Address:	CPSO:	
	wwgamm.ca	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.	a Save

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Francis Result	HOME / EMPLOYMENT DETAILS												
Home Personnel Info	Anna Santa Marar					1 of 228 🕨	н						Active
Personnel Profile General Detail	Rank: Asst Clinical F Department: Obstetrics and Division:	rrof (Adjunct) I Gynecology		CP SO/Other ID: Primary Email:				Tea McM	ching Location: Master Building/Off	ice: MUMC, 2D0)1		
Contact Information Contact Information Contact Information	Department I Blue font departme	tabs are Purple nt specific directly	font tabs are CV specific and an y from faculty CV entries as read	e coming .only									
Employment Details	×		•										
Teaching Activities Research Activities	Academic Appointments	Teaching Location Flag	Employment History										
• Areas of Interest	Showing 1 to 2 of 2 entries											Filter	
Education Contributions	Employee Number	Department	Rank	† Type †	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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Family Report	HARE / CONTECTIONNICON						
Home Personnel Info	Non-Seller, Barke	1 of 228 🕨 🗰	Active				
A Personnel Profile General Detail Personal Information	Rank: Asst Clinical Prof (Adjunct) Department: Obstetrics and Gynecology Division: Example Control of Contr	CPSO/Other ID: Primary Email:	Teaching Location: McMaster Building/Office MUMC, 2001				
Contact Information	Department Information						
Education Employment Details	Employee ID: Union Code: 0TA Employee Class: 0TA						
Teaching Activities Research Activities	Contact Information Email Addresses						
O Areas of Interest							
Education Contributions	Current Living Residence Current Living Residence Copy to Malling Address Address 1 0-260 No Crt Address 2 City Mississauga	MoMoster Business Address Copy to Maing Address Address 1 1280 Main St. W Address 2 Building Name MUNC	Mailing Address Address 1 503-250 Boyaird Drive East Address 2 Building Name Room Number				

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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	State Sector Report	1 of 228 🕨 🕨		Active
Personnel Profile General Detail Personal Information	Rank: Asst Clinical Prof (Adjunct) Department: Obstetrics and Gynecology Division: Image: Clinical Prof (Adjunct)	CPSOl0ther 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 as			
	an a		~	
	take das antigi digente to a	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	Search Query Appointment Status: Active Department: Obstetrics and Gynecology								
Personnel Info	i≡ P	= Personal Carch Pacults								
& Personnel Profile										
General Detail	(▲⊳	sport 🔰 Copy Email 🔹 View Pro	Sile			Search:				
O Personal Information			_							
Contact Information		Last Name	 First Name 	Employee Number	Department	Email	÷			
Education		Anna Tanta	1000	ALC: 1994	therein an lowering	and a second processing of				
Employment Details		100.000	100.0 000		NAMES OF TAXABLE	and the second sec				
 Teaching Activities 										
Research Activities		10000	148	440.047.0	thermore and formulage	approximation of				
• Areas of Interest				1002.007	designs and formulage	annager sets a				
Education Contributions			tan .		instrument instruments					

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 <u>here</u>. All FHS DB User Guides can be found on the <u>FHS DB website</u>