



# Biochemistry & Biomedical Sciences

Interim, Casual, Temporary Staff Resource

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**Brian Coombes, Ph.D.**  
Professor and Chair

Congratulations and welcome to the Department of Biochemistry & Biomedical Sciences (BBS) in the Faculty of Health Sciences, McMaster University. We are pleased to have you on our team!

This resource will help provide you with valuable information as you navigate your temporary/casual employment. There are some truly fantastic benefits of working at McMaster, which is ranked as one of the world's top 70 Universities.

## CONTACT US



### **BBS OFFICE**

McMaster University  
1280 Main Street West, HSC 4N59  
Hamilton, ON L8S 4L8



**Sarah Cumin**  
B.A., CHRL, sHRBP

Manager, Academic & Staff Operations  
Email: [cumins@mcmaster.ca](mailto:cumins@mcmaster.ca)  
Ext. 22498



**Stephanie Ward**

Administrative Assistant  
Email: [wards18@mcmaster.ca](mailto:wards18@mcmaster.ca)  
Ext. 22065



# FINDING YOUR WAY

## Welcome to McMaster University!

Your first days at McMaster will be filled with excitement, new faces, new names to learn, and a wealth of information. To help guide you through your first few days with BBS, review the following essential steps and additional information.

### Where To Go On Your First Day

Before your start date, it is advisable to contact your new supervisor to obtain information about information about who you should meet and the location you should meet them.

Additionally, you can access the **interactive map** of the McMaster campus, designed to help you navigate.

### Essential Steps



Activate your Mac ID.



Obtain your McMaster Photo ID.



Complete your health and safety training.

### Is There a Dress Code?

Our employee dress code is casual, but there are specific guidelines for lab areas. Open-toe shoes are not allowed in the labs. Lab coats will be provided for use within the lab, but they should not be worn outside of the lab or taken home.

Interested in learning more about McMaster? head to [discover.mcmaster.ca](https://discover.mcmaster.ca)



BRIGHTER WORLD



# MCMMASTER IDENTIFICATION

On or before your start date, you will receive an email from our administrative team that will contain your MAC ID, Employee ID Number, Barcode number, and McMaster email address. You will need these to access various applications throughout the University.



## Mac ID

Your Mac ID is a unique alpha-numerical identifier, enabling a single sign-on for several McMaster systems and applications, including email and Mosaic. You will need to activate your Mac ID using the [Mac ID activation tool](#).



## Employee ID

Your employee ID number is a unique nine-digit number used to identify you. This number works across the university and is the same as your McMaster student ID number.



## Employee ID Badges

Employees may need one or more ID badges depending on if they need access to both the Michael DeGroot Center for Learning and the McMaster University Medical Centre (MUMC).

## Working at McMaster ID Badge

All McMaster University employees on payroll need this card to both identify themselves as part of the campus community and to gain access to secured areas. This badge is required for employees who need access to MDCL.

Please contact [axiomrep@mcmaster.ca](mailto:axiomrep@mcmaster.ca) directly with your name and employee ID to obtain your badge. Visit [Financial Affairs](#) for more information about the services that are available with your Working at McMaster photo ID badge.



## Faculty of Health Sciences ID Badge

If you require swipe access within an HHS building, including the McMaster University Medical Centre (MUMC), you will need to request a Faculty of Health Science (FHS) Photo ID badge.

On your start date, Please contact **Human Resources** directly and cc your supervisor with your name, employee ID, and a clear, recent picture of yourself. An HR representative will contact you via email once it is ready for pickup.



For more information about McMaster ID badges visit [security.mcmaster.ca](https://security.mcmaster.ca)

## Photo Requirements

- Be recent and similar to a passport photo (headshot only, looking straight into the camera)
- Have a neutral or smiling expression
- Be in colour, in focus, and of good quality (scanned photos of your driver's license, passport or health card are not acceptable)
- Be on an uncluttered background and of you alone (no other people or animals permitted in photo)
- Not contain props (i.e. hats, sunglasses or graduation caps)

## Programming Your ID Card

Send an email to send to [wards18@mcmaster.ca](mailto:wards18@mcmaster.ca) and cc your supervisor with the following information:

- First and Last name (as shown on ID)
- Employee ID number/Student ID number if applicable
- 5 or 6-digit card number found on the back of your card
- Areas you require access to, including site, area, rooms
- Indicate if access can be removed (e.g.: transfer sites/new position)

# TECHNOLOGY SERVICES

Once your MAC ID has been activated, it can be used to access many McMaster systems and applications. While you are an active employee you will have access to:



## Microsoft 365

McMaster provides Office 365 at no cost for all employees. Applications that are currently available include MS Word, Excel, PowerPoint, OneNote, Teams and Outlook (McMaster Mail).



## McMaster Mail

McMaster Mail is the email and calendar service in the Outlook environment, powered by Microsoft (Office 365). This service is provided to all staff and faculty members.



## Mac WiFi & VPN

There are many ways to connect to the various **McMaster WiFi networks**. UTS provides step-by-step instructions for different operating systems and devices.

**McMasters VPN Software** (Virtual Private Network) allows you to connect to the campus network from an off-campus computer.



## MOSAIC

Mosaic is McMaster's administrative information system which includes finance, human resources and student administration components. Employees can use Mosaic to access their pay stub, T4's, request vacation days and sign up for training courses.



## LinkedIn Learning

LinkedIn Learning is a subscription based online learning website that is free for all McMaster employees. You will have access to thousands of courses taught by industry experts.

Interested in learning more about the technology available at McMaster University? Visit [uts.mcmaster.ca](https://uts.mcmaster.ca)



# EQUITY, DIVERSITY, INCLUSION

McMaster University promotes and supports equity, diversity, inclusion and accessibility to nurture a campus-wide culture that respects the human rights, integrity and dignity of all staff and community members.



## McMaster Indigenous Health Initiative

The Faculty of Health Sciences is committed to the development and implementation of a comprehensive, 'whole-of-Faculty' **Indigenous health initiative** that reflects the principles and values of a reconciliation-based approach as documented by the Truth and Reconciliation Commission of Canada.



## Accessibility

Learn more about the **McMaster University Accessibility Program** including the AccessMac program, maps and transit guides to make navigating campus easier, accessibility support, training, and more.



## Inclusion & Anti-Racism Education

The **Inclusion and Anti-Racism Education** program provides education and support to students, staff, and faculty members through consultation meetings, workshops, special events, and discussion groups.



## Sexual Violence Prevention & Response

McMaster University is committed to fostering living, learning, and working environments free of sexual violence. The **Sexual Violence Prevention and Response Office** provides support and services to all members of the McMaster community.



For information on the McMaster's Equity, Diversity & Inclusion Policy, please contact the **Equity & Inclusion Office**.

# MCMMASTER HEALTH & SAFETY

McMaster's Health and Safety Training Program is designed to provide mandatory and site-specific safety training for all employees working at the University.

## What Training Do I Need?

COURSE NAME	COURSE CODE	FREQUENCY
Health & Safety Orientation	HSORI	Once
SAFE	SAFE	Every 5 years
Accessibility for Ontarians with Disabilities Act	AODA	Once
Violence and Harassment Prevention in the Workplace	VHPWP	Every 3 years
WHMIS 2015	WHMS15	Every 5 years
If you work in a Hospital - Hospital Fire/Code	FHSHSF	Annually
Primer on Privacy	FIPPA	Every 4 years



Please ensure that your health & safety training is up to date by the end of your second week.

You can access your training record in Mosaic by logging into Mosaic, selecting the regulatory Training tile, learning and development, session time and status.

## How Do I Sign Up?

The required Health and Safety courses will automatically be added to your **Avenue to Learn** account upon your hire and available to you on your first day of employment.

Self-registration for training courses offered by **EOHSS**, the **FHS Safety Office**, the **Biosafety Office**, and the **AODA Office** is available through the self-service function in **Mosaic**. To register, select the Regulatory Training tile on the Mosaic homepage and search for your courses. The course material and quiz will become available 15 minutes after registering for an online session by logging in to your Avenue to Learn account (between 7 am and 9 pm).



## Lab Safety

McMaster University has developed a system for the proper management of all hazardous materials which includes acquisition, storage, handling, use, and disposal. Specific programs as well as training modules have been developed and are constantly being reviewed and improved. For information on lab safety including waste disposal process, hazardous material, Hechmet, and SDS Database, visit the **Human Resources website**.

## Incident Reporting

If you sustain an injury, no matter how minor, you **MUST** report it to your supervisor immediately. Seek first aid and report the injury. An injury/Incident report form will need to be completed.

The BBS first aid kit is located in the hallway across from the main office in HSC 4N59.



# WELLNESS & HEALTHY WORKPLACE

McMaster promotes healthy living to faculty and staff by providing programs and initiatives to support emotional, financial, intellectual, physical, social, and spiritual wellness.

The BBS Department has put together a collection of resources to help you manage and maintain your mental wellness.

Select the headings below for more information and visit the [Wellness, Health, and Safety section](#) of the BBS website.



## Workplace Wellness

Campus and community supports are available to help staff develop their personal and professional lives. These supports are available on a broad range of topics and can be accessed at the link above.



## Stress Management

Stress Strategies looks at stress as a problem that can be addressed and solved, or at least improved, using practical problem-solving methods.



## Resilience

The Resilience Tool kit is an essential part of wellness and wellbeing. This tool kit will provide you with the resources to learn how to cope and adapt to new situations that will aid your mental health.



## Wellness Modules

Utilize the Wellness Modules to help build and maintain your mental health and well-being so you feel your best.



# PAYROLL

The McMaster payment schedule is bi-weekly, every second Friday. Earnings are paid by direct deposit into the bank account that you provide to the University. There are 26 pay periods per year.



## Timesheets

Timesheets will be emailed to you directly bi-weekly (every 2nd Friday). Employees are required to complete the timesheet and obtain their supervisors signature before uploading it to the secure drop box.



## Pay Statements

You will be able to **access your pay statement** through Mosaic. Pay statements are available on Thursday, prior to the pay deposit. If you have any questions about your pay statement, please email the **Staffing & Operations Administrative Assistant**.



## Paid Vacation & Holidays

Employees will be paid for statutory public holidays (except the Civic Holiday) in accordance with the **ESA**. If the University is closed on a date which is not a public holiday, that day would be unpaid unless the employee is scheduled to work.

Vacation pay is provided as 4% of earnings for each pay period.  
(Note: Interim/Temp/Casual employees only).



## T4 Tax Slips

T4 tax slips can be downloaded in Mosaic through the Employee Self Service Tile and visiting the employee self-service section. McMaster University also sends the T4's directly to the Canada Revenue Agency. Please see the **T4 Quick Access guide** for more information.



# PERKS

Being a McMaster employee provides you access to several services on campus. McMaster has also partnered with several companies to provide its employees with some great discounts!

## Library

McMaster employees are entitled to borrowing privileges at all University libraries.

The Working at McMaster photo ID badge acts as your library card. Library services are available immediately upon receiving your ID badge.

You can also access many online resources through the library using your MAC ID.

- Mills Memorial Library
- Innis Library
- H.G.Thode Library of Science & Engineering
- Health Sciences Library



#MacMoves



## Athletics & Recreation

The Department of Athletics and Recreation is a proud partner with the McMaster Okanagan Committee on the MacMoves movement on campus - supporting and encouraging the McMaster community to engage in activity and to 'Move More'.

You can add a gym membership to your Working at McMaster photo ID Badge. McMaster's **athletic facilities memberships** are available for a discounted 'employee' fee.



## Venngo

McMaster employees are eligible for the **Venngo WorkPerks** employee discount program. Discounts are available from over 1700 vendors across Canada for restaurants, health and wellness, tickets, and travel. Sign up today to access the discounts.



## Other McMaster Employee Perks



### Mac Express Meal Card

Programmed to your Working at McMaster photo ID badge, you can save 10% on all on-campus food purchases through Hospitality Services.



### Employee Mobile Phone Plans

McMaster has partnered with the leading cellular providers to give employees exclusive mobile phone plans.



### Apple Education Discount

Available to current and newly accepted university students and their parents, as well as faculty, staff, and homeschool teachers at all levels.



# QUICK LINKS



ATHLETICS  
& RECREATION



BIOCHEMISTRY &  
BIOMEDICAL SCIENCES

*Campus*  
Store

CAMPUS STORE



EQUITY & INCLUSION  
OFFICE



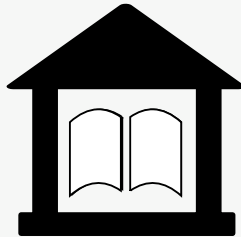
FACULTY OF HEALTH  
SCIENCE SAFETY OFFICE



HOSPITALITY SERVICES



HUMAN RESOURCE  
SERVICES



LIBRARY

McMaster  
University 

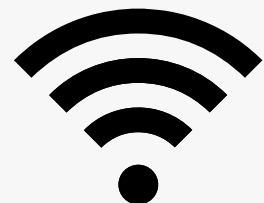
McMASTER SAFETY APP



PARKING SERVICES



SECURITY SERVICES



UNIVERSITY TECHNOLOGY  
SERVICES (UTS)