Employee Self Serve – Attendance Reporting

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AGENDA

- Key Benefits

- Absence Reporting

- Demo

- Review of Mosaic Vacation Terminology

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Key Benefits

✓ Input process is simple and user friendly

✓ Provides departments with an additional option - eliminates the need for secondary time submission methods (e.g.: paper time sheets; spreadsheets; emails)

✓ Allows employees to make direct entry onto PeopleSoft's online timesheet and view accurate vacation balances.

✓ Time or absences entered by employees are automatically routed for approval by either the manager and departmental time approver (if applicable).
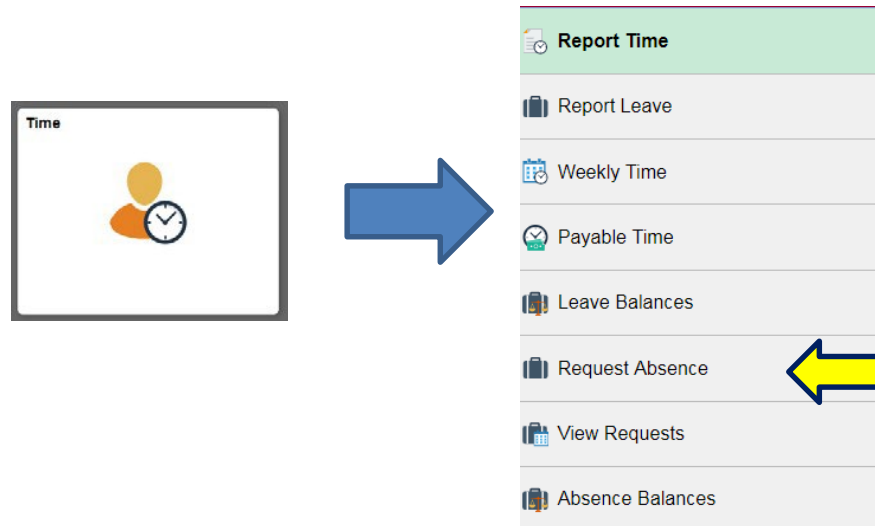
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How to Access Time and Attendance Reporting

- Login to Mosaic and navigate to the Employee Self Service Homepage
- Select the "Time" tile
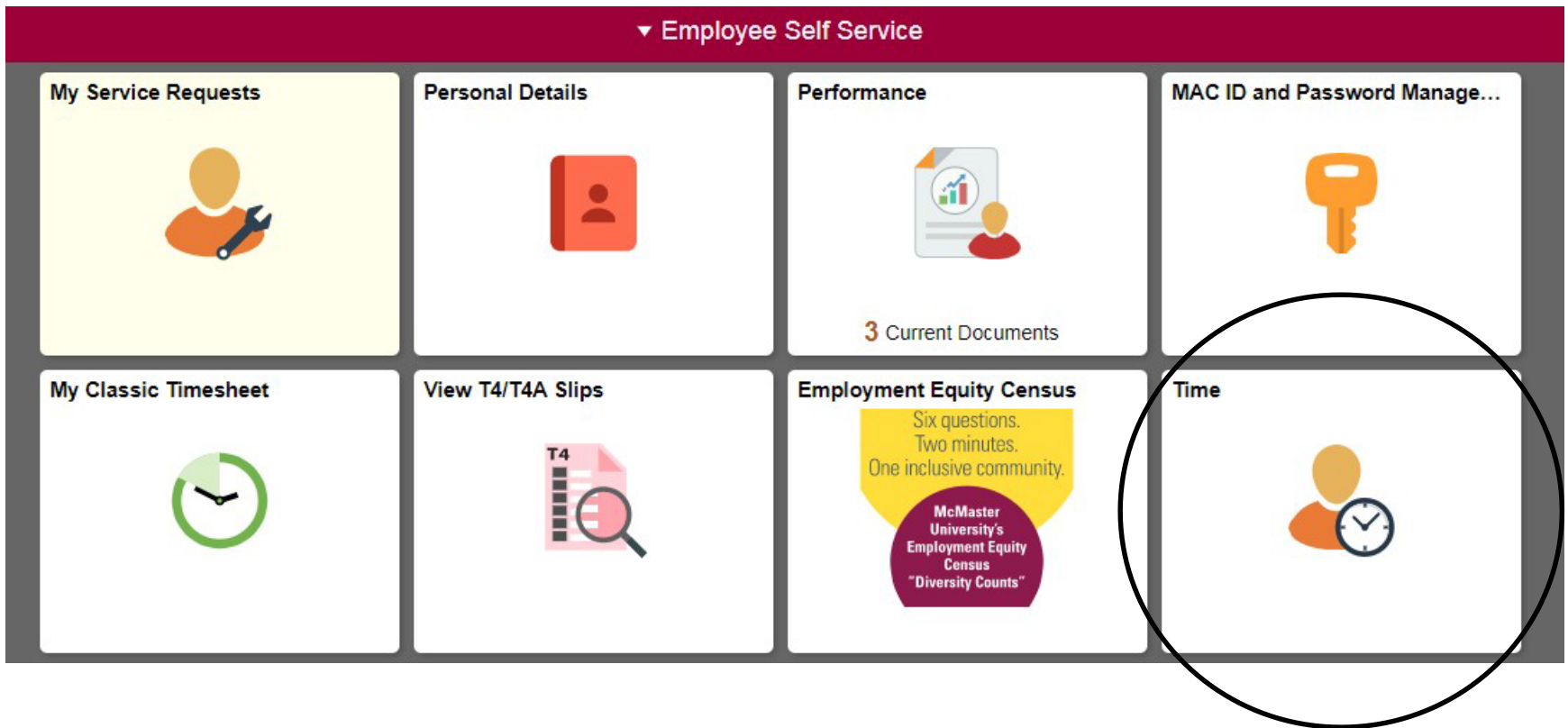
Absence Reporting

- Login to Mosaic and navigate to the Employee Self Service Homepage
- Select the "Time" tile from the Employee Self Service Homepage
- Select the "Request Absence" tile to access the absence reporting screen.

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Absence Reporting

Absence Reporting – Partial Day

Absence Reporting – Partial Day

*Absence Name   Vacation

*Start Date   01/13/2017

Partial Days   Done

Partial Days   Start Day Only

Start Date   01/13/2017

Start Day is Half Day   Yes

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Absence Reporting – Partial Day

*Absence Name Vacation

*Start Date 01/13/2017

Partial Days   Done

Partial Days Start Day Only
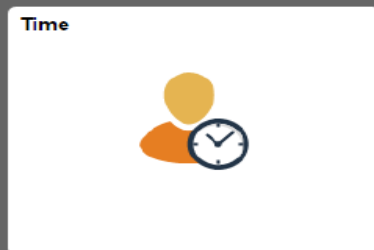
Start Date 01/13/2017

Start Day is Half Day No

Duration 3 Hours

← Indicate how many hours you will be absent on the partial day.

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1. Login to Mosaic and navigate to the Employee Self Service Homepage.

2. Click the Time tile from the Employee Self Service Homepage.

3. Click "Report Time" if reporting hours worked or compensatory time. Click "Request Absence" for absence reporting.
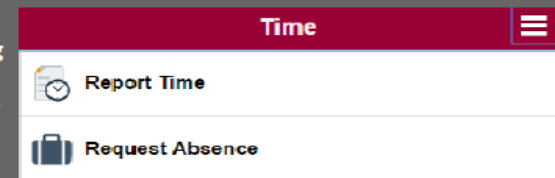
4. For reporting time, enter applicable time reporting details and click submit (i.e. Time Reporting Code and hours). If additional reporting parameters are required (e.g. shift premiums) click the arrow next to "Time Details".

IMPORTANT NOTE: When time is being reported on the timesheet all hours that are applicable for that day need to be reported, including the normal scheduled hours if still applicable. For employees who are set-up with a schedule, if no time is reported the scheduled hours will generate automatically.

5. For absences, simply select job (only applicable if user has more than one job). Select "Absence Name", e.g. vacation.

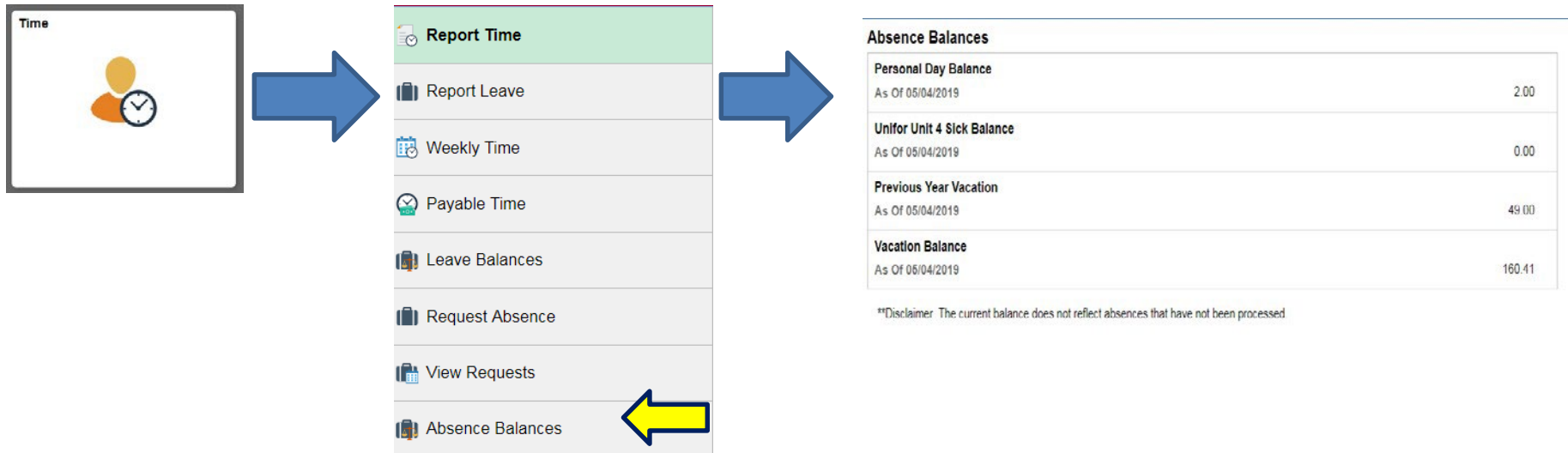Enter time period (if absence is only for one day then the start day and end day will be the same).

If the absence is for a partial day then click the partial day field and enter applicable amount of hours.

Then submit request.

Absence Balances

- Login to Mosaic and navigate to the Employee Self Service Homepage
- Select the "Time" tile from the Employee Self Service Homepage
- Select the "Absence Balances" tile to display your current Vacation Bank balance as of the last processed pay period.

Absence Balances	
Personal Day Balance As Of 05/04/2019	2.00
Unifor Unit 4 Sick Balance As Of 05/04/2019	0.00
Previous Year Vacation As Of 05/04/2019	49.00
Vacation Balance As Of 05/04/2019	160.41

**Disclaimer The current balance does not reflect absences that have not been processed

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HR and Time Reporting Timelines

✓ The HR transactions and Time Reporting deadlines can be found on the hr.mcmaster.ca website:

  https://hr.mcmaster.ca/managers/time reporting&payroll/

✓ **Key Dates & Times to Remember**

  ✓ **Departmental deadline for time submission is [DATE] before the payday week.**

  ✓ Time Reporting and Approvals are due Monday at 3pm of the payday week

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HRSC Resources

- Emily Kiriakopoulos   Email: kiriakek@mcmaster.ca
  HR Advisor   Ext. 23223

Check out the new HR Website!
https://hr.mcmaster.ca/

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Thank You

Questions?