Employee Self Serve – Attendance Reporting
AGENDA

• Key Benefits

• Absence Reporting

• Demo

• Review of Mosaic Vacation Terminology
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).
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.
Absence Reporting

[Image of Absence Reporting form]

- **Job Title**: BUSINESS SYSTEMS ANALYST (III)
- **Absence Name**: Vacation
- **Start Date**: 13/01/2017
- **End Date**: 13/01/2017
- **Duration**: 1.00 Days
- **Partial Days**: None

[Check Eligibility button]

[Submit button]
Absence Reporting – Partial Day

*Absence Name: Vacation
*Start Date: 01/13/2017

Partial Days

- All Days
- End Day Only
- None
- Start Day Only
- Start and End Days
Absence Reporting – Partial Day

Partial Days

Partial Days: Start Day Only
Start Date: 01/13/2017
Start Day is Half Day: Yes
Indicate how many hours you will be absent on the partial day.
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”.

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.

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.
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.
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 Thursday before the payday week.

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

• Carmen Zheng
  HRIS and Payroll Coordinator
  Email: zhengc2@mcmaster.ca

• General HR Email: hr.mcmaster@mcmaster.ca

Check out the new HR Website!
https://hr.mcmaster.ca/
Thank You
Questions?