Biochemistry & Biomedical Sciences
Interim, Casual, Temporary Staff Resource
TABLE OF CONTENTS

4  WELCOME TO BBS
   • Department Contacts

5  FINDING YOUR WAY
   • Where to Go
   • Dress Code
   • COVID-19 Response

6  MCMASTER IDENTIFICATION
   • Employee ID
   • MacID
   • Working at McMaster ID Badge
   • Faculty of Health Science ID badge

7  TECHNOLOGY SERVICES
   • McMaster Email
   • Microsoft 365
   • Zoom
   • Mosaic
   • Avenue to Learn
   • LinkedIn Learning

8  EQUITY, DIVERSITY, INCLUSION
   • McMaster Indigenous Health Initiative
   • Accessibility
   • Human Rights & Dispute Resolution
   • Inclusion & Anti-Racism Education
   • Sexual Violence Prevention & Response

9  MCMASTER HEALTH & SAFETY
   • What Training is required?
   • How To Sign Up?
   • Lab Safety
   • Ergonomics
# Table of Contents

## Wellness & Healthy Workplace
- Wellness Modules
- Stress Management
- Workplace Wellness
- Resilience

## Payroll
- Timesheets
- Pay Statements
- T4 Tax Slips
- Vacation and Holidays

## Communications
- Department News
- Faculty Directory
- Daily News

## McMaster Apps
- McMaster Safety App
- MacQuest
- McMaster Recreation Get Rec’d
- MacEats

## Additional Services
- Athletics & Recreation
- Library Services
- Parking
- Hamilton Bike Share
- Venngo Work Perks
- MacExpress Meal Card
- Employee Mobile Phone Plans
- Apple Education Discount

## Quick Links
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, Room 4N59
Hamilton, ON L8S 4L8

SARAH CUMIN
B.A., CHRL, sHRBP
Manager, Academic & Staff Operations
Email: cumins@mcmaster.ca
Ext. 22498

KATIE RAPOSO
Administrative Assistant
Email: raposk2@mcmaster.ca
Ext. 22065
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, you should reach out to your new supervisor for details about who and where you should meet.

Click the link for an interactive map of McMaster that will help you to navigate around campus.

IS THERE A DRESS CODE?
The employee dress code is casual. No open toe shoes are allowed in the lab areas. Lab coats will be provided. Lab coats are not to be worn outside of the lab and are not to be taken home.

MCMASTER COVID-19 RESPONSE
McMaster University requires all staff to upload proof of vaccination to the MacCheck digital tool. You will need to complete a daily check-in screening no more than one hour before you arrive on campus. You will need to pass the daily screening to be permitted on campus. You can also visit the Back To Mac website for news and updates on McMaster’s COVID-19 response.
Your MAC ID is a unique alpha-numerical identifier, enabling a single sign-on for a number of McMaster systems and applications, including email and Mosaic. You will need to activate your MAC ID using the MAC ID activation tool.

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.

**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.

**MAC ID**
Your MAC ID is a unique alpha-numerical identifier, enabling a single sign-on for a number of McMaster systems and applications, including email and Mosaic. You will need to activate your MAC ID using the MAC ID activation tool.

*Employees are reminded to always keep their password private and secure.*

**WORKING AT MCMASTER PHOTO ID BADGE**
The Working at McMaster Photo ID badge is free to any person employed by the University. This badge is required for employees who need access the Michael DeGroote Center for Learning (MDCL). Please contact axiomrep@mcmaster.ca directly with your MacID to obtain your badge.

Please contact the Staffing & Operations Administrative Assistant to have access added to your badge. See the Additional Services section of this resource guide for more services that are available with your Working at McMaster photo ID badge.

**FACULTY OF HEALTH SCIENCES PHOTO 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. Prior to requesting your FHS photo ID badge, please complete the Swipe Access Form with your supervisor and submit this form along with a clear, recent picture of yourself to the Staffing & Operations Administrative Assistant. An HR representative will contact you via email once it is ready for pick up.
Once your MAC ID has been activated, it can be used to access many McMaster systems and applications including:

**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.

**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).

**ZOOM**

Zoom is a video communications app that allows you to set up virtual video and audio conferencing, webinars, etc. This service is free for all McMaster employees. Sign in with your McMaster email and your MAC ID password to activate your zoom license account.

**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.

**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.

**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.

For information on the tech resources available to you, please visit University Technology Services.
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.

<table>
<thead>
<tr>
<th>McMaster Indigenous Health Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accessibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Rights &amp; Dispute Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The McMaster Human Rights and Dispute Resolution (HRDR) provides consultation for any students, staff, faculty, and other member of the University community on issues related to human rights including complaints of discrimination, harassment or sexual violence.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inclusion &amp; Anti-Racism Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sexual Violence Prevention &amp; Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

For information on the McMaster’s Equity, Diversity & Inclusion Policy, please contact the Equity & Inclusion Office.
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?
All McMaster University employees are required to complete the following training:

- Health & Safety Orientation
- Ergonomics
- Slips, Trips and Falls
- Asbestos Awareness
- Fire Safety
- WHMIS 2015
- Violence and Harassment Prevention in the Workplace
- Back to Mac COVID-19

Faculty of Health Sciences employees will be enrolled in the FHS Fire Safety training. (if you work in hospital-hosted locations, please visit the FHS Safety Office to complete the fire training appropriate for you) You may require additional training that depends on your employee type, building and work environment. This training will be arranged by your supervisor.

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 7am and 9pm).

LAB SAFETY
McMaster University has developed a system for 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 Human Resources.
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.

Click the headings below for more information or click here for more resources.

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

**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.

**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.

**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.

**Mental Health Check-In**
- Exercise regularly
- Eat healthy food
- Connect with others
- Stay positive
- Get plenty of sleep
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).

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.

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

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.

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).

Click here to learn more about your Total Rewards (Compensation, Benefits, etc.)
McMaster provides several ways to stay up to date with what is happening around campus and offers tools to help communicate with faculty and staff. Click the boxes below for more information.

**Department News**
You can find the latest McMaster Biochemistry and Biomedical Science news on the BBS department homepage.

**Faculty Directory**
A useful tool that will allow you to search for faculty and staff using searchable fields.

**Daily News**
Current news about the University including important announcements, events, research discoveries, profiles on students, staff and faculty.
McMaster University offers several apps to help you navigate around campus. Below is a highlight list of free apps available. Click [here](#) for other McMaster apps available in the app store.

### McMaster Safety App
The McMaster Safety App provides important safety alerts and access to campus safety resources. You can access MacCheck, the COVID-19 Digital tool to upload your proof of vaccination and daily screening check-ins.

App Store | Google Play
--- | ---

### MacQuest
MacQuest provides on-campus searchable navigation, including indoor floor map visualization and other campus-related services.

App Store

### McMaster Recreation Get Rec’d
Your go-to app to quickly search for recreation activities and schedules for the David Braley Athletic Centre.

App Store | Google Play
--- | ---

### Mac Eats
McMaster University Hospitality Services provides you with a list of food services locations that are available on campus.

App Store | Google Play
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.

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 you MAC ID.

- Mills Memorial Library
- Innis Library
- H.G.Thode Library of Science & Engineering
- Health Sciences Library
McMaster University provides the University Community and visitors, with safe and well-maintained parking and transiting infrastructure. To park on campus, a parking permit is required. Visit Parking Services to obtain your parking permit.

Employees are encouraged to find alternative means of transportation to preserve the environment. McMaster University has collaborative initiatives with the office of sustainability, such as go transit, carpool parking, and secure storage and bike locker rentals to meet storage needs for green transit users.

McMaster has 6 new bike share stations as part of the SoBi Hamilton Bike Share program. Students, faculty and staff are able to purchase discounted memberships to the bike share.

Click here to find out more information about SoBi (Social Bicycles), sign up for a membership, get your McMaster discount, and find the hubs you may want to use.
McMaster employees are eligible for 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.

**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

COMPUTER SERVICE UNIT (CSU)

EQUITY & INCLUSION OFFICE

FACULTY OF HEALTH SCIENCE SAFETY OFFICE

HOSPITALITY SERVICES

HUMAN RESOURCE SERVICES

LIBRARY

MACCHECK

PARKING SERVICES

SECURITY SERVICES

UNIVERSITY TECHNOLOGY SERVICES (UTS)