

## Glossary of Terms – MacViP

Term / Acronyms	Description
Active Employee	Employee who is not terminated on the MacViP system.
AD & D	Accidental Death & Dismemberment (Voluntary Personal Accident Insurance)
Additional Pay	Process used to make a one-time payment to an employee.
Alternative Funding Plan(AFP)	Contractual funding agreement with the Ministry of Health for the provision of patient care, teaching, research and related administrative services provided by academic physicians.
Apply Pay	Process that is used to update payroll Year to Date information, including entitlement banks. Also creates the files required to pay employees – EFT, Cheque and Pay Advice files.
Apprenticeship Training	Supervision provided by a senior faculty or staff member to allow a student a real life experience in a field of study. The supervision will vary between disciplines. The training occurs in the supervisor's practice location.
BAC	Benefit Active Code
Balancing Summary	Page that displays a summary of time transactions by Position Group for a selected date range.
Basic salary	Indicates the period (annual, hourly) and dollar amount of an employee's pay
Batch	Method of grouping transactions. Batches will be generated in Time Capture and also by Payroll for one-time adjustments to earnings and deductions.
Batch Submission	Process of sending time information to Payroll
Bench Position	Employee frequently transitions from one position to another
BRGYRS	Bridge years (the number of years to be used to calculate one's bridge benefit)
Casual Position	Employee less than 3 months, no set work schedule
CAW (formerly MUSA)	Canadian Auto Workers
CAWAR	Continuing Appointment Without Annual Review
Chair Position	Where the mapping of position to employee is: One position to one employee
CHESS	Sunlife System where benefit information is captured
Child Table	Lower level directory
Clerkship Supervisors	A faculty member who supervises a clinical clerk (3 <sup>rd</sup> year medical student) in a clinical setting and provides an evaluation of the student's performance to the program director or other similar individual responsible for creating the end-rotation evaluation for the student.
Clerkship Tutors	A faculty member who is responsible to provide a (usually weekly) tutorial and an end-rotation evaluation for a group of clinical clerks. Tutor groups are usually held on the premise of the University or an affiliated teaching hospital.
Clinical Fellow	A clinical fellow is a person who is appointed primarily to carry out advanced study and research in collaboration with a faculty supervisor. He or she has obtained a MD with specialty certification and is appointed for a minimum period of two academic terms.

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Clinical Scholar	A Clinical Scholar is a person who is appointed primarily to carry out advanced study in collaboration with a faculty supervisor. He/she has obtained an MD with specialty certification, and is appointed for a minimum period of two academic terms. Compensation for a Clinical Scholar mirrors that of a Clinical Faculty member, and is composed of salary and clinical earnings.
Clinical Preceptors	Teaching carried out at the bedside, in the clinical skills laboratory, in ambulatory clinics, on hospital wards, in community settings and in physicians' offices. Clinical preceptors meet for 12 weekly sessions with student groups for 2 – 2.5 hours; develop a plan to cover the objectives; attend orientation meetings; and provide evaluations on each student.
Clinical Teaching Units (CTUs)	Inpatient units or ambulatory care clinics in a teaching hospital where apprenticeship training of clinical clerks and residents occurs in a hierarchical model with graduated responsibility under the supervision of a clinical faculty member as the attending physician.
Couch Position	Where the mapping of position to employee is: One position to many employees
Continuous service date	Current – employee start date
CPP	Canada Pension Plan
CSD	Continuance Service Date The date the employee last joined the university
CTU	Critical Teaching Unit (paid lump sum payment 2 times per annum)
Cumulative Corrections	Used to make corrections to YTD values between different business numbers.
Cumulative Update	Reallocation of amounts or units from one transaction code to another e.g. from regular pay to vacation
CUPE	Canadian Union of Public Employees
CWI	Contribution with interest
Deduction Transactions	One-time transactions for employee deductions.
Deferred	Old System (Benefits Database): A former member of the Salaried or Hourly Pension Plans who has terminated employment and has not yet transferred his/her entitlement out of the Plan. They are entitled to a deferred pension at age 65. MacViP: An employee who is eligible to join the Plan and has elected to defer membership until his/her mandatory enrollment date.
DEPP	Date entered Pension Plan (the date employee started contributing into the plan)
Early retirement date	Current – earliest retirement date (reduced pension) – 1 <sup>st</sup> of the month following age 55. Technically this date is 10 years prior to the "SNRD" for the Salaried Plan (basically this is the first of the month in which the Salaried member turns 55) and 10 years prior to the NRD for the Hourly Plan (again, basically this is the first of the month after the Hourly member turns 55).
Effective Date	Date transaction is effective. Can be past, current or future date.
EFT	Electronic Funds Transfer
EHT	Employee Health Tax

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EI	Employment Insurance
FTE (Full-Time Equivalent)	<p>FTE stands for full time equivalent.</p> <p>7.0 hours/day x 5 days/week x 52 weeks/year = 1820 hours/year  7.5 hours/day x 5 days/week x 52 weeks/year = 1950 hours/year  8 hours/day x 5 days/ week x 52 weeks/year = 2080 hours/year</p> <p>1820, 1950 or 2080 would all equal <b>1.0 FTE</b></p> <p>The FTE count would be prorated for any other variation of hours/year.  Example: 3.5 hrs/day x 5 days/week x 52 weeks/year = 910 hrs/yr = .5 FTE  Example: 7.0 hrs/day x 3 days/week x 52 weeks/year = 1092 hrs/yr = .6 FTE  Example: 7.0 hrs/day x 5 days/week x 39 weeks/year = 1365 hrs/yr = .75 FTE</p>
FTTE(Full-Time Teaching Equivalent)	<p>FTTE stands for full time teaching equivalent (academic appointments only).</p> <p>Full time appointment = 1.00 FTTE</p> <p>For part time and overload:  Assume a full time load equals 30 units = 1.00 FTTE  Therefore, units divided by 30 = FTTE count  Example: 3 unit course – 3/30 = .10 FTTE  Example: 6 unit course – 6/30 = .20 FTTE</p>
Gross Transactions	One-time transactions for employee earnings.
Independent Contractor	<p>An individual who performs specific work for the University but is not an employee. For more information please refer to:  <a href="http://www.mcmaster.ca/bms/pdf/Independent_Contractor_Policy_2007.pdf">http://www.mcmaster.ca/bms/pdf/Independent_Contractor_Policy_2007.pdf</a></p>
Independent Contractor Questionnaire (ICQ)	<p>Questionnaire that individuals complete to determine if the specific work they are doing qualifies them to be treated as an Independent Contractor. Link to the questionnaire  <a href="http://www.mcmaster.ca/bms/pdf/Appendix%20D%20-%20ICQ.pdf">http://www.mcmaster.ca/bms/pdf/Appendix%20D%20-%20ICQ.pdf</a></p>
Interpretation (Validation)	Process of validating time against pre-defined rules e.g. how overtime is paid to a certain group of employees
IUOE	International Union of Operating Engineers
Job Spooler	Found under Tools on the Application menu. Displays all jobs that have been run, as well as error messages.
List of Individuals	A list of employees to be paid.
Living Allowances	<p>Payments made to visiting resident and non-resident professors, who come to the university to work for a period of time. These payments are made through Accounts Payable.</p> <p>Departments should advise non-residents that they could apply for a tax waiver. The waiver application goes directly to the Hamilton International Tax Office (address and fax number is available on the Payroll website). Once the waiver is received, it should be attached to the Cheque Requisition. A T4A will be produced for residents, and a T4A-NR for non-residents.</p>
Locum	Refers to a physician who temporarily carries on the practice of an absent

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	colleague due to such circumstances as illness, family leave, vacancies, etc. The scope of the practice being covered varies from small portions (outpatient clinics only) to full clinical support (outpatient, inpatient and on-call), to full GFT including academic (teaching) responsibilities. For the most part, locums would be in place for one year or less, although there are situations where the term has been longer. The method of payment for locums is dependent on the scope of services. Payments for academic duties would be made through McMaster University's payroll while compensation for clinical services would occur through RMA.
LTD	Long Term Disability
MacCare	A contractual agreement with the Ministry of Health for the compensation of community physicians for the apprenticeship training of medical students and residents.
MAPS	McMaster Association of Part-Time Students
M-Bridge	Monthly Bridge (bridging till CPP kicks in)
Membership service date	Current - pension service start date (PSSD)
MUFA	McMaster University Faculty Association
NOC	National Occupation Classification
Normal retirement date	July 1st following age 65 for salaried employees. The Normal retirement date for the Hourly Plan is the 1st of the month next following age 65
OTP	One Time Payment (see Additional Pay)
Parent Table	High Level directory, which contains one or more Child directories
Part-time	Employee who works less than the hours attached to their position
Participant	An Active member of the Pension Plan.
Pay Simulation	Practice or "what if" payroll process.
Pending	Transaction is not yet effective. Once the system date matches the effective date the transaction will be processed and no longer pending.
PEN-ST	Pension Start Date (the date represents the date that retiree first starts receiving their monthly pension)
Pension Start Date	Date of the first pension payment
Position Group	Grouping of employees by position (same schedules) for time capture purposes.
Position Management	Ability to manage positions within the university. New positions must be identified and approved. Each employee is attached to at least one primary position. Employees may also hold a secondary position.
Postdoctoral Fellows (PDF)	A PDF is a person who is appointed primarily to carry out advanced study and research in collaboration with a faculty supervisor. He or she has obtained a PhD degree (or MD with specialty certification) within the five years preceding the date of appointment, and is appointed for a minimum period of two academic terms.
PPS	Personnel Payroll System
Premium	Additional payments made to employees over and above regular pay. E.g. Car Allowance
Primary Position	Each employee must have one primary position.
PSSD	Pensionable Service Start Date (usually the same as the DEPP, unless the member bought back prior service or transferred service from a prior pension plan in which case the PSSD is back dated).

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PSU	Personnel Services Unit
Quick Access	Allows definition of commonly used records for a specific login.
Research Associates (Academic)	Usually a bridge position between Post-Doctoral Fellow and either a faculty or staff position. It is not part of a bargaining unit and is a maximum two-year appointment. If a faculty position has not been secured after two years they shall be in a staff position, which has been evaluated in the Bargaining Unit or The Management Group.
Research Fellows Graduate	Students who have completed all requirements for their doctorate are sometimes offered a bridging appointment for a few months by the doctoral supervisor. Such short-term appointments, which are not offered on a competitive basis, are best described by an alternative title such as Research Fellow or Research Assistant
Reprocess Pay	Process to run pay again for employees with errors.
RMA	Regional Medical Associates
ROE	Record of Employment provided to employees going on leave or terminating.
RSS	Retirement Support Services
Schedule Generation	Process of creating timesheets for employees to allow for changes, updates via Time Entry.
Secondary Position	Additional position
SEIU	Service Employees International Union
SD-Benyr	Start Date Benefit Year
Shift Premium	Premium paid for working nights and weekends.
Special retirement date	Current - Rule of 80 date (age plus years of service)
Special normal retirement date	Current - earliest retirement date (unreduced pension) if rule of 80 not applicable - 1st of the month after 65 birthday, or, first on next month if over 65. This is the first of the month in which the member reaches age 65 for the Salaried Plan. There is no "special normal retirement date" in the Hourly Plan.
SQARE	Tool used to evaluate existing employee for job posting. Skills, Qualification, Ability, Relevant, Experience
Status Bar	Displays number of records returned
Stipends	Non-pensionable money paid to employees in recognition of additional duties. Stipends may vary in terms of period (i.e. hourly, bi-weekly, monthly)
T4	Tax receipt for earned income
T4A	Tax receipt for non-earned income, example payment for guest speaker
T4A-NR	Tax receipt for non-Canadian resident
TD1	Personal Tax Credits Return Form (Issued by Government of Canada)
Temporary Position	Employee greater than 3 months, set schedule, limit of 12 months
TMG	The Management Group
Time Approver	Individual who approves time within each department.
Time Capturer	Individual who receives time information from employees and enters it into MacViP and runs the applicable processes.
Time Transaction Release	Process of releasing time to indicate that it is ready to be interpreted. This will be important when employees enter time via the Employee Portal. It will signify that they have completed entering their time.
Third Party File for	Money deducted for payment to third party e.g. Insurance carriers, report is

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Remittance	run to enable payroll to remit appropriately
Transaction Detail	Page that displays all transactions that have been processed for a selected date range.
Transaction Authorization	Process of authorizing time. This process is done by the Time Approver, generally the manager of the department.
Tutors	Work with small groups of students to facilitate the learning process; leading and recording the evaluative procedures
UHIP	University Health Insurance Plan
Undergraduate Student Research Award (USRA)	Research Award, which is paid to undergraduate students over a set period of time. The payment is made through Payroll, but is considered to be non-employment income and as such is reported on a T4A. The payment should be requested via a Special Premium form. The transaction code for this payment is 3101.
UP	University Person Individual who is / was employed at McMaster University or is / was a Student at McMaster University or was a registered visitor at McMaster University.
USWA	United Steelworkers of America
Visiting Professors	The Dean of the Faculty may appoint foreign academics wishing to visit Canada as Visiting Professors. More eminent visitors can be appointed as Visiting Professors (at the three ranks) by the President of the University on the recommendation of the Faculty Appointments Committee.
VPN Client	Virtual Private Network. Method used to access MacViP
WSIB	Workers Safety Insurance Board
YMPE	Yearly Maximum Pensionable Earnings
YTD	Year To Date
Y-Bridge	Yearly Bridge (bridging till CPP kicks in)