FHS ATS Users Guide
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Obtaining access

Access to the ATS system is limited to specified employees in each department (i.e. Department Manager, Academic Coordinator).

All requests for access must be approved and are managed through Faculty Relations. Please contact Rebecca Collier with any questions.

Please note that users do not have the ability to change data within ATS. For updates to information into the system, please contact Lorna Marhal.

Logging in

You must log in to ATS through Oracle - https://admoraweb.mcmaster.ca/appsmenu.htm

Once logged in you will see this screen:

![Login Screen](image-url)

From this screen you can choose either “Faculty Members” or “ATS Report Menu”.
Faculty Members

Search Screen
From this screen you can type in a person’s name or ID number. If you are unsure of the spelling of the name, you can type in a few characters and the wildcard character %. The wildcard character can be placed before or after the text depending on what you are trying to find. Typing in %smith will show you all faculty with the name Smith as well as any other names that end in “mith” (i.e. Goldsmith). Typing in Smit% will show you faculty members with the name Smith and all other names beginning with “Smit” (i.e. Smithson).

For the example below, test% was typed into the last name section. Please note that you will not be able to view faculty members who are not affiliated with your department.

Highlight the desired faculty member’s name and click “View Person” to access his/her information.
Faculty Information Screen

Once you choose a faculty member from the prior screen you will see the screen below:

The amount of additional information you are able to access from this screen is based on the permissions associated with your login. If you do not have access to specific information, it will appear on your screen as a greyed out area.

Information that can be accessed from several of the right side menu buttons is explained in more detail below.
Appt. Cat.
Clicking this button will cause the following screen to appear:

From this screen you will be able to see if any amendments were made to the academic clock through the field “# Years Counted” and an explanation will usually be provided in the “Remarks” section. This number of years will match the information provided in the appointment letter.

Leaves
Clicking this button will cause the following screen to appear:
This screen shows all leaves taken. If a stop the clock was approved for a maternity/paternity leave, the appropriate box will be checked. If the leave was a research leave (sabbatical), the appropriate information will be entered.

The information on this screen is important in determining eligibility for review for tenure/CAWAR/permanence, promotion to professor, and eligibility for initial and subsequent research leaves.

**Appt. Report**
Choosing “Appt. Report” will provide you with a PDF copy of the faculty member’s appointment record – showing all appointments, rank changes and effective dates.

**Person Profile**
Choosing “Person Profile” will provide the same information as above with the addition of address and other information.
ATS Report Menu

Choosing the Report menu from the initial screen will move you to the following screen:

From here, you can choose what types of information you want on the report.

You can run the report based on appointment type, rank, etc., and the information will be presented as a PDF file that you can print or save to your computer.
Types of Reports

The screen below shows the drop down box with a partial listing of the reports available to be run. The full report listing is provided below.

![Report Generator Screen](image)

List of Reports
1. Department List #1
2. Department List #2, expiring appointments
3. Expired no date/reason
4. Faculty with no ID number
5. Counts by appointment category
6. List of Joint Appointments
7. List of Associate Appointments
8. Primary Appointments with Joint
9. Primary Appointments with Associate
10. Administrative titles
**Running a Report**

Please note when running a report for all active faculty members in your department that in addition to checking “Active Today”, you must also check “Retired (Active)”. Many faculty members have retired from a full time faculty position and have transitioned into an unpaid part time position. If you do not click “Retired (Active)”, these people will not appear on your reports.

Additionally, if the person’s start date is in the future, you will need to choose “Offer Pending”.

**Report Output**

All reports are output from ATS into a PDF file.
Accuracy of Information

While we strive for accuracy within the database, errors and omissions can occur.

Appointment information

All appointment information is entered through Faculty Relations and is based on the President’s/Dean’s letter of appointment. If you think that a faculty member has errors in their record, please contact Faculty Relations.

Contact Information

Addresses, phones and emails are normally entered based on the information submitted when the appointment is requested.

For full time faculty, it is the responsibility of the Department to send updated contact information to Lorna Marhal as soon as it is available.

For part time faculty, information is entered based on the appointment request/renewal form. If the contact information changes during the course of the appointment, it is the responsibility of the Department to send updated contact information to Lorna Marhal as soon as it is available.

Degrees/Designations

Educational information is entered at the time of initial appointment. If degrees/designations are received after the initial appointment, please send this information to Lorna Marhal for entry into ATS.

Further questions

Currently, users have the ability to create reports in PDF format. If you require data in Excel (i.e. for departmental 5 yr. reports), please contact our office for assistance.

If you have any other questions regarding ATS usage please contact Faculty Relations.