

How to Complete the Employment Equity Census

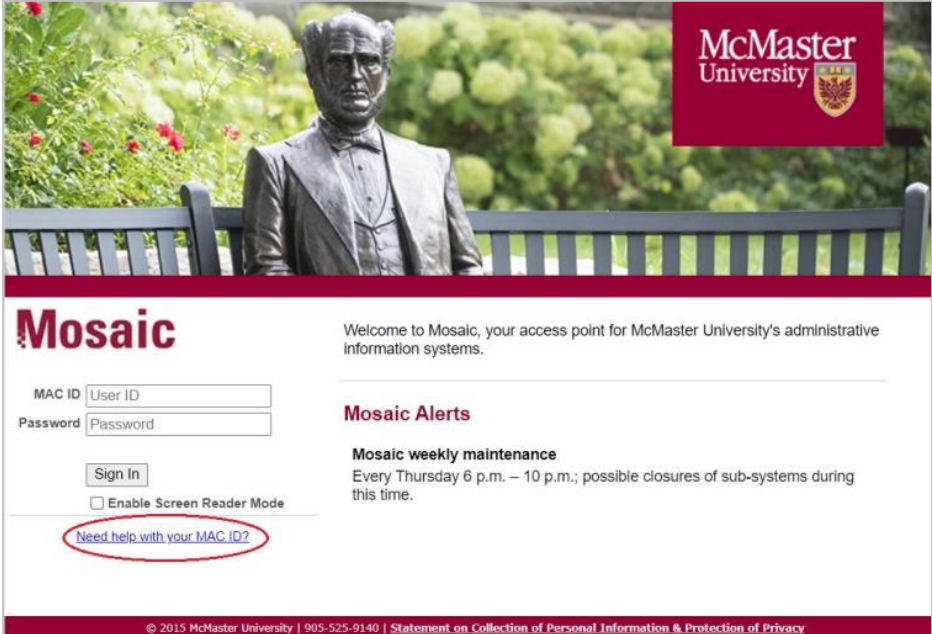
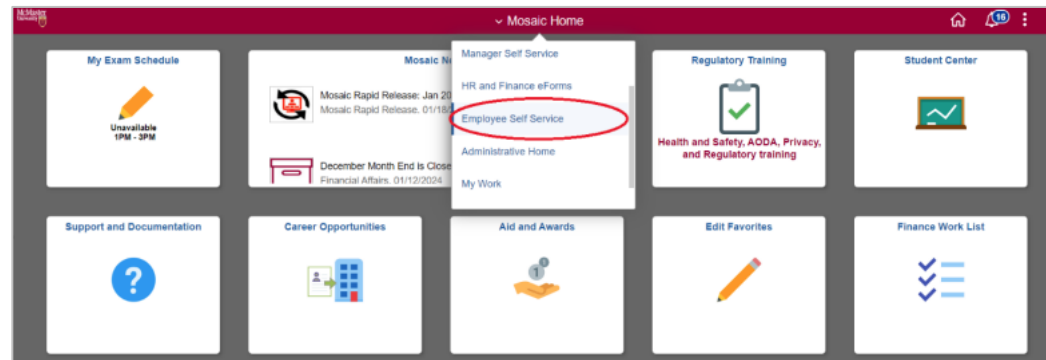
Purpose: This Job Aid describes the activities required to complete and submit the Diversity Counts Employment Equity Census via Mosaic Employee Self Service.

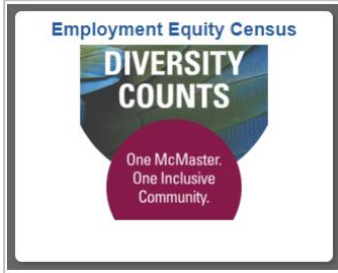
Impacted Roles: All active McMaster University employees (including interim and student employees).

Pre-requisites:


- Employee must hold an active position in Mosaic to have access to the Employee Self Service homepage and Employment Equity Census tile (active employees can access the census online in Mosaic at any time following the start date of their employment).


Task 1: Access the Employment Equity Census


Step	Action
1.	<p>Log into Mosaic at https://mosaic.mcmaster.ca with your MacID and password.</p>  <p>Note: Your MacID is often the same as the start of your McMaster email address. If you need assistance with your MacID or password, please review the information provided by University Technology Services (UTS).</p>
2.	<p>After successfully logging in, via the drop-down menu at the top of the page navigate to the Employee Self Service Homepage.</p> 
3.	<p>Click on the Employment Equity Census tile.</p>




Note: A limited number of users may also find the tile for the previous census. Selecting this tile will generate an error as the previous census is now disabled. Please find and select the tile for the new census instead.

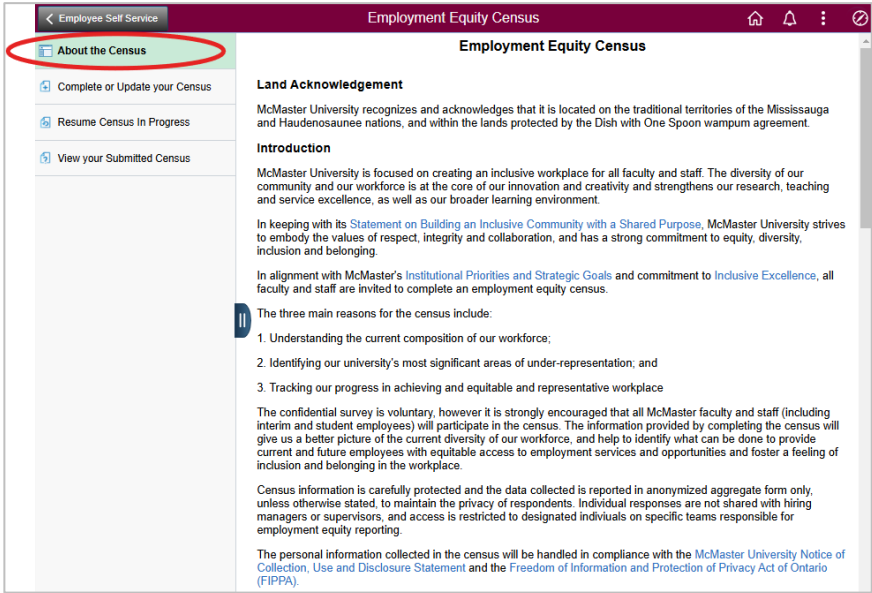




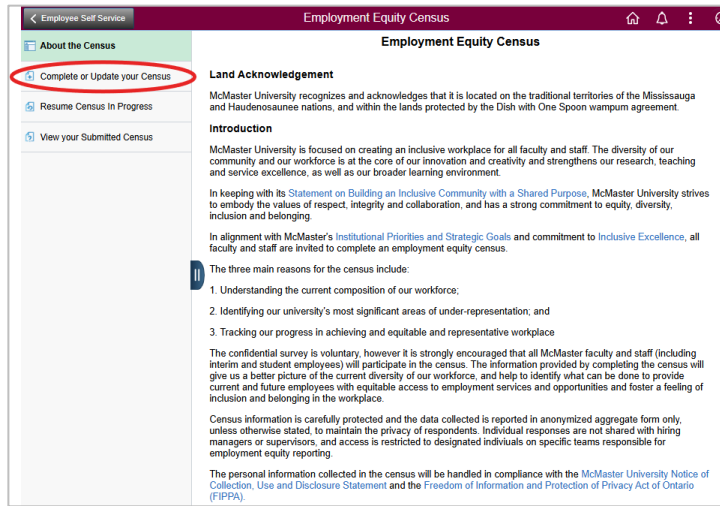




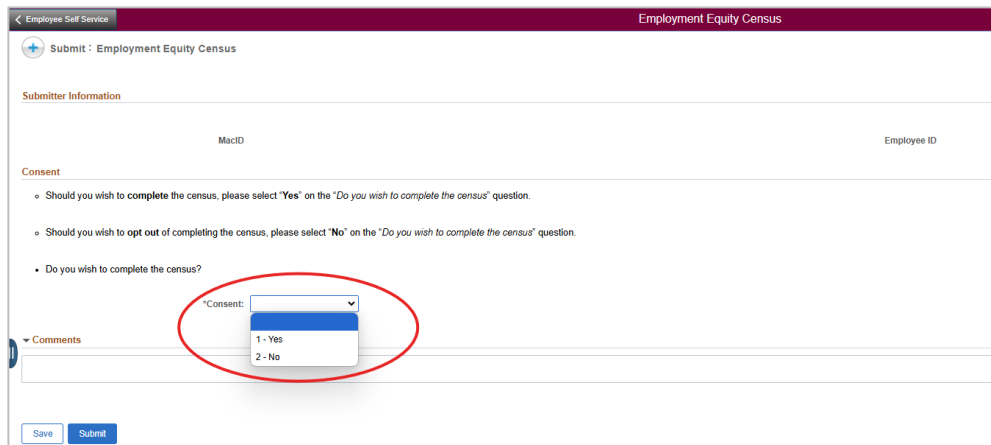
Task 2: Complete or Update Your Census

Step	Action
1.	<p>The Employment Equity Census will open to the About the Census landing page. Please review the information provided in this section for your reference.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  </div>

2. If you are completing the census for the first time, or wish to update a previously completed census, please select **Complete or Update Your Census**.

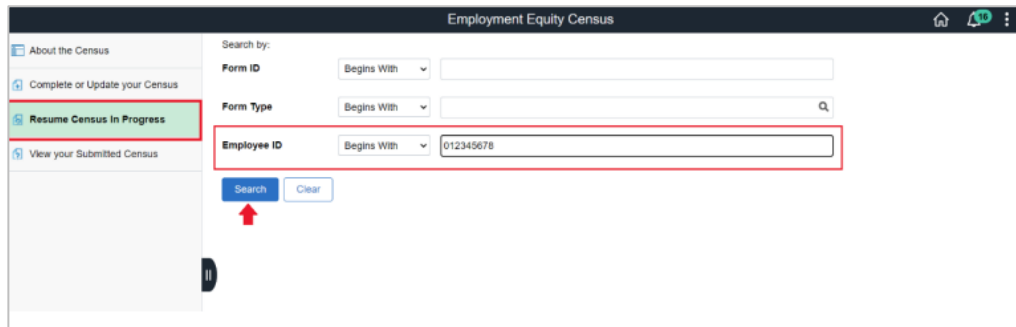


3. You will be directed to the first section of the Census. Use the dropdown menu to indicate your **Consent** and proceed to the next question.

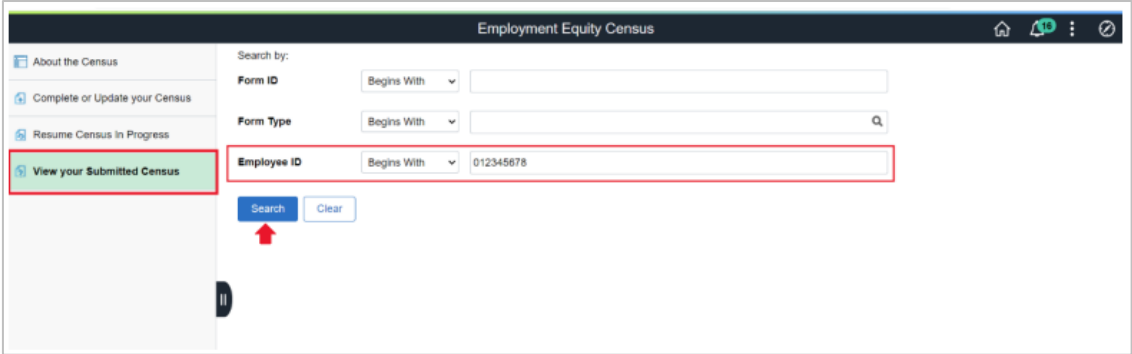


4. **Save or Submit** your response accordingly.

Task 3: Resume Census in Progress

Step	Action
1.	<p>If you have a census in progress that you wish to complete, select Resume Census in Progress, enter your Employee ID, and click Search to retrieve your census and complete.</p>  <p>Note: you cannot complete a new census while you still have another census in progress.</p>

Task 4 (Optional): View Your Submitted Census

Step	Action
1.	<p>If you wish to view the responses on your most recent submission (which are the responses that will be reported), select View Your Submitted Census, enter your Employee ID, and click Search.</p> 

Notes & Tips to Successfully Complete the Census eForm in Mosaic

If you need to pause and return to complete the Census later, you may leverage the **Save** functionality.

Note: When you return to complete the Census, you will need to start again from the first question – however, your previous responses will be saved. You can also update your saved responses as needed before submitting.

You will be required to provide a response before you can navigate away (to **Previous** or **Next**) from any question or **Save** the Census to complete at a later time.

Note: You can always update your response on any of the questions when you return to complete and submit your Census.

Once you reach the end of the Census, there is no need to save your responses before submitting – simply click **Submit** and you will get a confirmation message on the screen afterwards.

Note: If you are satisfied with your responses at the end of the Census and are ready to submit but first Save, you will no longer be able to click **Submit**. You will have to navigate back to **Resume Census in Progress** and go through the questions again before you can **Submit** at the end.

Please do not use the **Comment** functionality embedded within the Census eForm. These messages will not be monitored. Should you wish to leave feedback or have any questions or concerns, please contact the Employment Equity team directly at hr.empequity@mcmaster.ca.

Additional Information

a.) The Census is voluntary

- Should you wish to opt out of completing the census, please select “No” on the “Do you wish to complete the census?” question in the Consent section.
- In addition, each self-identification question allows you to select “Prefer not to answer” as a response.
- If you do not wish to answer a specific question, please select “Prefer not to answer” as a response.

b.) The Census is ongoing and can be completed at any time

However, please note the census data is retrieved as of a fixed point in time for reporting purposes such as the biennial [employment equity census report](#).

As a result, it is important for all employees to participate in the census as soon as you feel comfortable to do so, to ensure any related reporting initiatives reflect the most accurate and up-to-date information.

- c.) If you have already completed the census, you can view your most recent submission and completion date (online only).
- d.) You can also update your previous responses if needed at any time

Need Help?

If you have questions about completing the census, please review these [Frequently Asked Questions](#) or refer to the [Employment Equity Program](#) for more information.

You may also contact the Employment Equity team in Human Resources Services via email at hr.empequity@mcmaster.ca.

Thank you for your participation in this important initiative and commitment to advancing inclusive excellence at McMaster University.