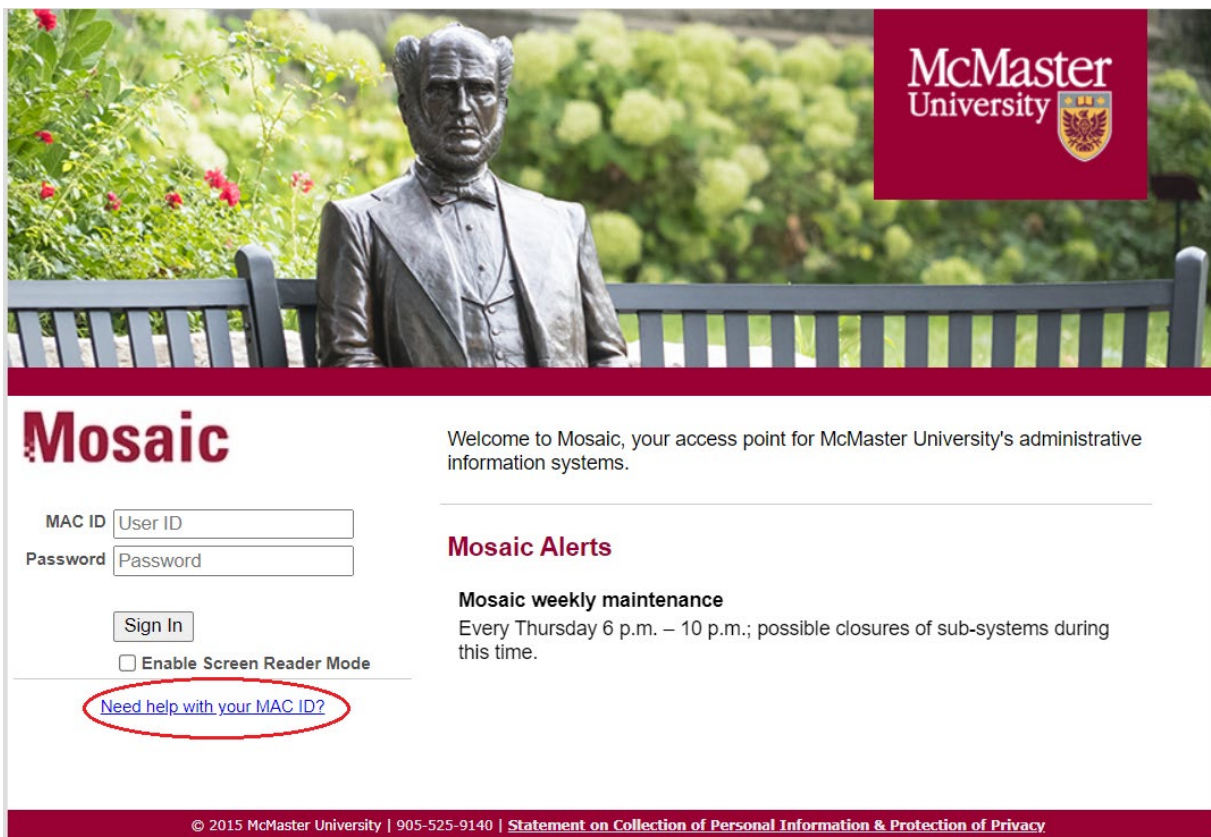


How to Complete the “Diversity Counts” Employment Equity Census Online

Mosaic Instructions

All active McMaster employees (including interim and student employees) can access the census online in [Mosaic](#) at any time following the effective start date of their appointment.

1. Log into Mosaic with your MacID and password:
<https://epprd.mcmaster.ca/psp/preprd/?cmd=login>



Mosaic

Welcome to Mosaic, your access point for McMaster University's administrative information systems.

MAC ID

Password

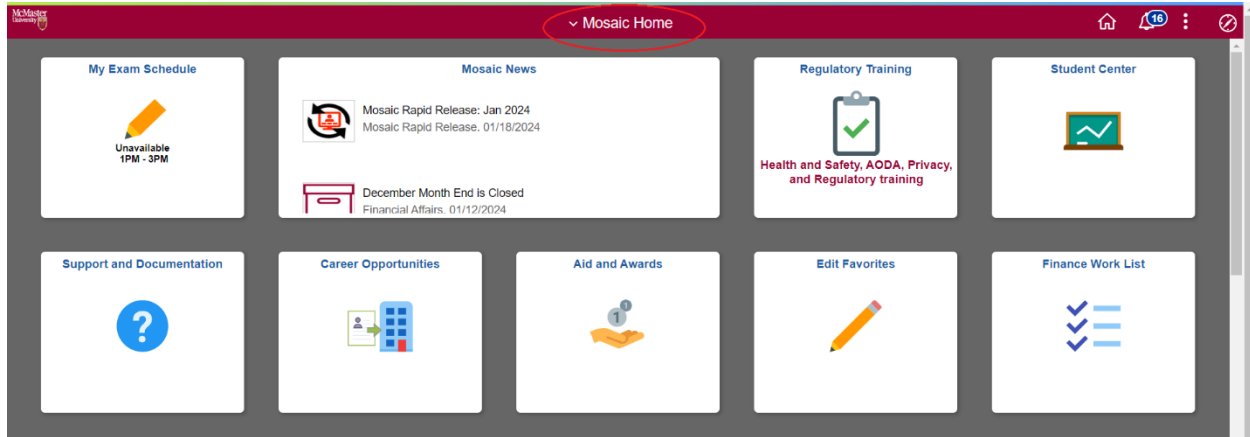
Enable Screen Reader Mode

[Need help with your MAC ID?](#)

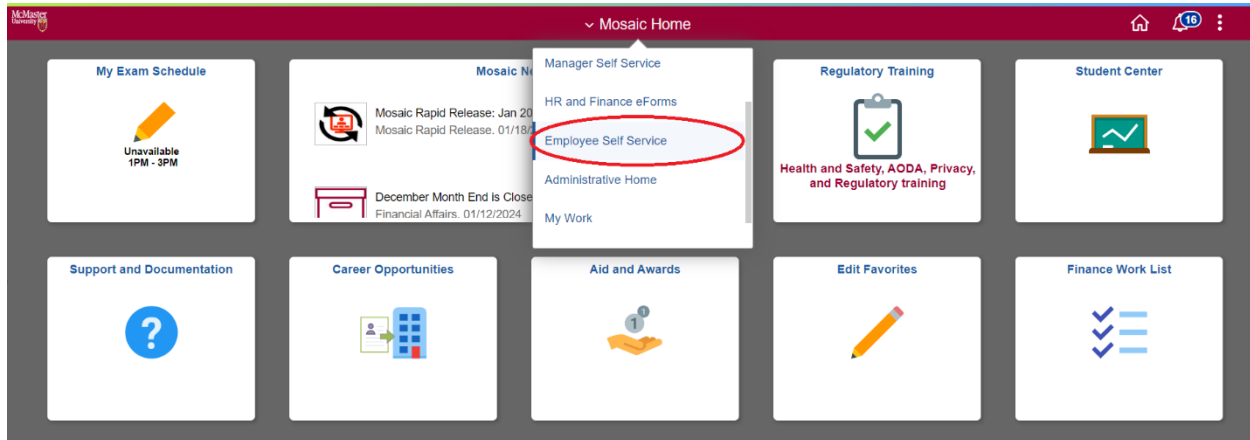
© 2015 McMaster University | 905-525-9140 | [Statement on Collection of Personal Information & Protection of Privacy](#)

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).
2. After successfully logging in, you will be directed to the “**Mosaic Home**” landing page.

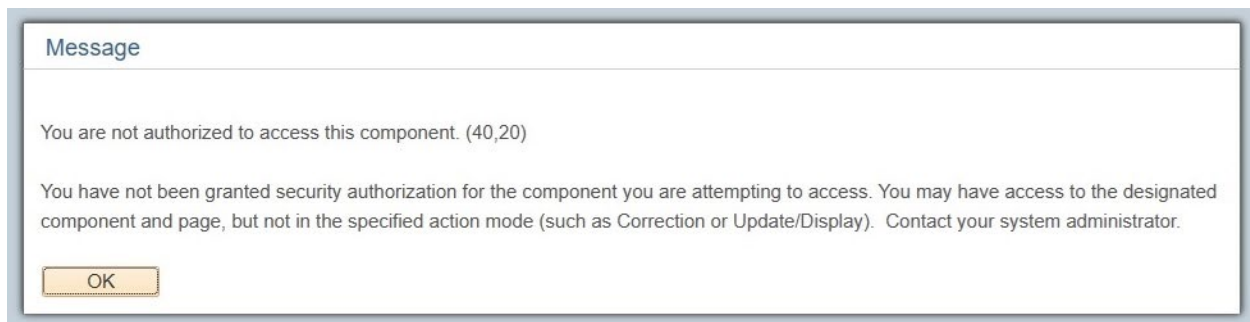


3. Click on “Mosaic Home” and select “Employee Self-Service” from the drop-down menu.



4. Under Employee Self-Service, find and select the Employment Equity Census tile.

- **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.



5. Click on the new census tile, and this will lead to the **“About the Census”** section.

- Please review the information provided in this section for your reference.

Employment Equity Census

Employment Equity Census

About the Census

Complete or Update your Census

Resume Census In Progress

View your Submitted Census

Land Acknowledgement

McMaster University recognizes and acknowledges that it is located on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the Dish with One Spoon wampum agreement.

Introduction

McMaster University is focused on creating an inclusive workplace for all faculty and staff. The diversity of our community and our workforce is at the core of our innovation and creativity and strengthens our research, teaching and service excellence, as well as our broader learning environment.

In keeping with its [Statement on Building an Inclusive Community with a Shared Purpose](#), McMaster University strives to embody the values of respect, integrity and collaboration, and has a strong commitment to equity, diversity, inclusion and belonging.

In alignment with McMaster's [Institutional Priorities and Strategic Goals](#) and commitment to [Inclusive Excellence](#), all faculty and staff are invited to complete an employment equity census.

The three main reasons for the census include:

1. Understanding the current composition of our workforce;
2. Identifying our university's most significant areas of under-representation; and
3. Tracking our progress in achieving an equitable and representative workplace

The confidential survey is voluntary, however it is strongly encouraged that all McMaster faculty and staff (including interim and student employees) will participate in the census. The information provided by completing the census will give us a better picture of the current diversity of our workforce, and help to identify what can be done to provide current and future employees with equitable access to employment services and opportunities and foster a feeling of inclusion and belonging in the workplace.

Census information is carefully protected and the data collected is reported in anonymized aggregate form only, unless otherwise stated, to maintain the privacy of respondents. Individual responses are not shared with hiring managers or supervisors, and access is restricted to designated individuals on specific teams responsible for employment equity reporting.

The personal information collected in the census will be handled in compliance with the [McMaster University Notice of Collection, Use and Disclosure Statement](#) and the [Freedom of Information and Protection of Privacy Act of Ontario \(FIPPA\)](#).

6. 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”**.

- This will direct you to the first section of the Census per below:

Employment Equity Census

Submit : Employment Equity Census

Submitter Information

| | |
|-------|-------------|
| MacID | Employee ID |
|-------|-------------|

Consent

- Should you wish to **complete** the census, please select **"Yes"** on the *"Do you wish to complete the census"* question.
- Should you wish to **opt out** of completing the census, please select **"No"** on the *"Do you wish to complete the census"* question.
- Do you wish to complete the census?

Consent:

Please read the instructions below and respond to the following questions.

Instructions

McMaster University values diversity and respects the dignity of all persons.

The employment equity census collects data on the [federally designated groups](#):

7. Indicate your Consent and proceed to the Next question.
8. Save or Submit your response accordingly.
9. If you have a census in progress that you wish to complete, please select **"Resume Census in Progress"**, **enter your employee ID**, and click **"Search"** to retrieve your census and complete.
 - **Note:** you cannot complete a new census while you still have another census in progress.

Employment Equity Census

- About the Census
- Complete or Update your Census
- Resume Census In Progress
- View your Submitted Census

Search by:

Form ID Begins With

Form Type Begins With

Employee ID Begins With

10. If you wish to view the responses on your most recent submission (which are the responses that will be reported), please select “**View your Submitted Census**”, enter your employee ID, and click “**Search**”.

- **Note:** you may update your responses at any time by selecting “Complete or Update your Census”.

The screenshot shows the 'Employment Equity Census' interface. On the left, a sidebar contains four menu items: 'About the Census', 'Complete or Update your Census', 'Resume Census In Progress', and 'View your Submitted Census'. The 'View your Submitted Census' item is highlighted with a red border. The main content area has a search section with the following fields: 'Form ID' (with a 'Begins With' dropdown), 'Form Type' (with a 'Begins With' dropdown and a search icon), and 'Employee ID' (with a 'Begins With' dropdown and the value '012345678'). Below these fields are 'Search' and 'Clear' buttons. A red arrow points to the 'Search' button.

Notes and Tips to successfully Complete the Census e-form 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 all over 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 ready to submit but first click ‘Save’, you will no longer be able to click ‘Submit’. Instead, 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 Comments functionality embedded within the census e-form. 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 as 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.