



# What's up in HR?



MUHA HUMAN RESOURCES

March 20, 2012

Volume II, Issue II

## Spring is in the Air!



### Spring begins on March 20, 2012

In keeping with our mission to improve health and maximize quality of life through education, research and patient care, MUSC has chosen to develop a half-acre of the North Garden as a community garden with the goal of creating opportunities for South Carolina residents to learn how to eat for health. The MUSC Urban Farm, located on the MUSC

Campus at the corner of Bee and President Streets will be used as a living classroom in which staff, faculty, students, and the community MUSC serves will be able to grow and learn about fruits, vegetables and herbs grown in South Carolina.

The mission of the MUSC Urban Farm is to build a healthier community by growing crops and social connections while educating and inspiring people with local, nutritious, and delicious food. The MUSC Urban Farm will host educational programs throughout the growing season demonstrating accessible, preventative approaches that can improve diet and impact health. Upcoming work and learn sessions include learning how to plant a spring garden, practice transplanting and

direct sowing techniques, and edible roots and flowers. All sessions are free and open to the MUSC Community and families. Future programs will be developed to include the community and local schools. For more information on how to become involved, please contact **Susan Johnson** via email at [johnsusa@musc.edu](mailto:johnsusa@musc.edu) or 792-1245. ).



## Tobacco Free M-U-S-C!

On March 1st, MUSC officially became a Tobacco Free Campus. Tasteful signs are located throughout the campus, and the smoking huts have been removed and replaced with beautiful landscaping. Several

educational opportunities concerning smoking cessation have been offered by MUSC Wellness to help those that wish to kick the habit. Check out the options here: <http://mcintranet.musc.edu/>

[health1st/smoking.htm](http://health1st/smoking.htm) or contact Employee Wellness at 792-1245 or via email at [musc-empwell@musc.edu](mailto:musc-empwell@musc.edu).

**Breathe Easy!**

## *SuccessFactors Update*

360 Staff Peer Reviews completed by April (do cleanup from prior years first)

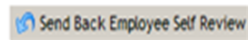
Can schedule HR to speak at staff meeting about peer reviews or annual review process – March or April

Self Review May 1 – May 31

Annual Reviews Due August 31

Planning Forms Due September 30

Use Transitional Planning Form for employees who transfer to you April – June



New Hires on or after April 1 will not receive a review for this fiscal year

Send Back Employee Self Review



## *Certification Incentive*

- Approved certification list updated on HR site under forms
- \$750 (initial); up to \$500(re-certification)
- Registration (exam) fee may be paid in advanced
- Incentive paid upon successful completion of certification (total reduced by amount paid in advance)
- In the event, fees are paid in advance and employee does not pass certification, he/she will be responsible for cost to retake exam

- Annual Review Presentation [https://www.musc.edu/medcenter/SuccessFactors/source/AnnualPerformanceReview\\_Employees2011.pdf](https://www.musc.edu/medcenter/SuccessFactors/source/AnnualPerformanceReview_Employees2011.pdf)
- Jeopardy Game <https://www.musc.edu/medcenter/SuccessFactors/source/JeopardyAnnualReview.ppt>
- Online Tutorial [https://www.musc.edu/medcenter/SuccessFactors/source/Annual%20Performance%20Review%20Tutorial\\_Employees\\_skin.swf](https://www.musc.edu/medcenter/SuccessFactors/source/Annual%20Performance%20Review%20Tutorial_Employees_skin.swf)
- User Guide <https://www.musc.edu/medcenter/SuccessFactors/source/CompleteSelfReview.pdf>

For More Information, Please contact **Michelle Foreman** at 2-6219, **Latonia Allen** at 2-2805 or **Kim Duncan** at 2-1962.



## *Primary Source Verification*



Primary Source Verification renewals will be conducted by Human Resources for RN's ONLY (at this time). All others should continue to conduct primary source verifications until further notice.

- ⇒ **RNs with SC licenses must renew their license prior to the expiration date of April 30, 2012.**
- ⇒ **RNs with a compact state license must ensure their license is renewed prior to the expiration date, which may differ from the above deadline.**
- ⇒ **RNs who have a compact state license that have established residency in SC must apply for licensure in our state.**

Questions can be directed to **Michelle Foreman**, HR Data Analyst, at 2-6219 or [foremanm@musc.edu](mailto:foremanm@musc.edu).

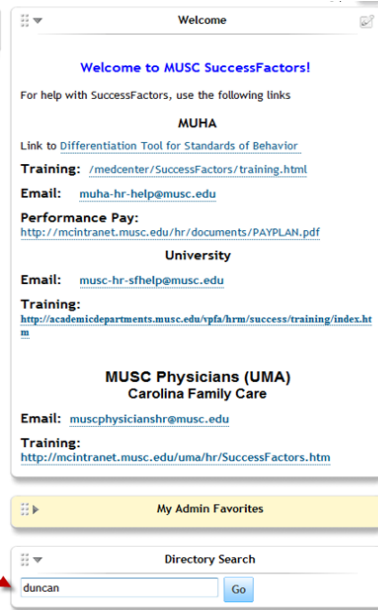


## SuccessFactors News

## HR Training Corner

- The business phone number from the Phone Directory is now available in SuccessFactors!
- You can view this in the Employee Directory or on the Employee Files Page.

Type name on Home Page of SuccessFactors



### Upcoming Training Classes:

- \* SuccessFactors 360
  - 3-Apr from 11:00 - 12:00 in Colbert Library Room 437
- \* CATTS Administrative Access Class
  - 4-Apr from 9:00-11:30 in Colbert Library Room 438
- \* FMLA
  - 4-Apr from 1:00-3:00 in MUHA HR Conference Room

Registration via CATTS!



## Earth Day Celebration

April 12<sup>th</sup>, 2012

11:00 am – 2:00 pm

MUSC Horseshoe

## CATTS

The due date for CATTS mandatory lessons will now correspond with the universal review period of July 1- June 30th . Mandatory lessons have been assigned and are due **June 30, 2012.**



## Meet Your HR Team!!

Representatives from MUHA Human Resources will be available to answer questions and help with your HR needs in the Children's Hospital Lobby (outside of the gift shop) on **Thursday, April 26, 2012 from Noon—1:30 p.m.** Stop by and say "Hi!", pick up a form, or get answers to those HR questions that you have been meaning to ask!

## Upcoming Local Events!

- ⇒ **Free Shag Lessons at the Mount Pleasant Pier! On Friday, April 27, 6:30 - 7:30 p.m., Mary Kennerty, Director of Mount Pleasant Junior Cotillions and a Business Etiquette Consultant, will teach the Charleston Shag on the Pier! Come enjoy sunset and get ready for a great weekend of shagging with free lessons. <http://www.ccprc.com/CivicAlerts.aspx?AID=447>**
- ⇒ **Pets and their owners are invited to join Charleston County Parks for a full weekend of exhibits, demonstrations, experts, entertainment, and more at Charleston's premier pet festival, Pet Fest, April 14 and 15, 2012 at Mount Pleasant Palmetto Islands County Park! <http://www.ccprc.com/index.aspx?nid=139>**
- ⇒ **40th Annual Flowertown Festival 2012  
Dates & Hours: Friday, March 30, 9am-5pm; Saturday, March 31, 9am-5pm; Sunday, April 1, 9am-4pm. More information at <http://www.summervilleymca.org/flowertown/>.**

