

Quarterly HR/Payroll Business Meeting

February 23, 2012

Kim Duncan, HRIS Manager

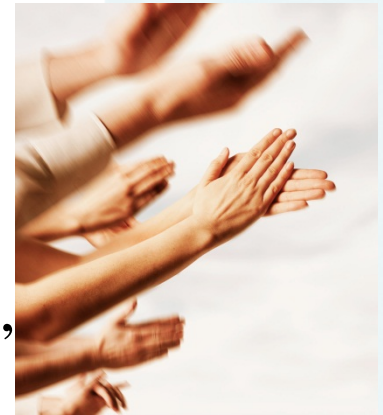
duncanki@musc.edu

792-1962

Agenda

- Wins – 5 minutes
- Human Resources Update – 40 minutes
- Payroll Update – 45 minutes

Recognition



- **Jacquelyn McRinna** – During the last Orientation, she came in early to make sure the new hires were aware of the room change. Recognized by Allen Coulter
- **Mandi Beers** - Mandi is always very pleasant to work with, extremely responsive to any inquires and conscientious about her paperwork being completed properly and in a timely manner. Keep up the great work, Mandi! Recognized by Tammy Rapp

Recognition

- **Lisa Richardson** – Lisa is always pleasant and has a very thorough knowledge base regarding the HR administrative functions. She has an in-depth knowledge of her department. Lisa always knows the answer to your questions and if she ever doesn't she will find out for you! Lisa does an awesome job! Recognized by Lynn Campbell



Recognition

- **Kelly Cave** and **Heather McKelvey** for all of their work on the Admin Support CBO. Recognized by Karen Rankine
- **Kathy Swider** for reconciling UMS and improving the accuracy of PEAR forms. Recognized by Kim Duncan



Great Job!



Changing What's Possible.

HR Changes

- **Amy Haynes** has transferred to the Medical Director's Office
- **Jessica Pajela** now works in the Employment Section conducting reference checks and filling in at the front desk
- Please send purchase requisitions needing HR approval to **Lynn Campbell**
- Please send Certification Incentive requisitions to **Heather Plunkett**



Records Analysts by Alphabet

Last Name A - H:

Tyrish Page

792-0838

pagety@musc.edu

Last Name I - S:

Donna Bouissey

792-1004

bouissey@musc.edu

Last Name T - Z:

Gail Zwinge

792-4726

zwinge@musc.edu

What's Up in HR Newsletter

- Available on HR Page
- HR notifies leaders, SuccessFactors SuperUsers, and HR Departmental Contacts when newsletter is available
- To be added to our mailing list, contact **Heather Plunkett** at plunketh@musc.edu

Admin Support CBO

- Designed for administrative support staff for managers, directors, and administrators
- Includes Competency Based Orientation(CBO) -- competencies, performance criteria and resources
- Developed by HR with input from Admin Support staff
- Needs to be individualized by unit/dept preceptors/educators/managers

Admin Support CBO

- Will be posted on HR website when finalized
- HR will distribute an orientation packet to include training checklist, fact sheets, and HR staff contact information when someone is new to the role
- Department Preceptor will facilitate completion of orientation including CBO

HSL Conversations

- Terminology has changed from High-Middle-Low to High-Solid-Low
- Due Feb 29
- Must be documented in SuccessFactors or LDI



PEAR Forms

- For a correction to a PEAR in progress, email Records Analyst and she will manually make the correction; sending a duplicate PEAR can create confusion
- Send original plus one copy for us to return to you when complete.
- Include Employee ID, position # and class code on all PEAR forms
- UMS users should reconcile employee data so that PEAR forms are accurate and complete



Separation Notice

- Terminating employees should come by the HR Benefits desk at 163 Rutledge Avenue on the 2nd Floor to complete the exit process before they leave. No appointment necessary.



Status Change Letter



- Employees who reduce hours must sign a status change letter
- Letters must be attached to the PEARs
- An employer must provide an employee *7 days notice in writing* of any wage reduction in accordance with South Carolina Law. [S.C. Code §41-10-30](#)
- Form located at:
<http://mcintranet.musc.edu/hr/documents/hrforms/statuschangelletter.doc>

Primary Source



- Effective February 2012, Human Resources will begin transitioning to conduct primary source verification at the time of renewal.
- The first phase of this transition will be for RN licenses (to include Advance Practice RNs) **ONLY** (at this time). RNs with SC licenses must renew their license prior to the expiration date of April 30, 2012.

Primary Source



- Primary source verification for all other licensures and/or certifications should be conducted by the respective department until further notice.
- Questions can be directed to **Michelle Foreman**, HR Data Analyst, at 792-6219 or foremanm@musc.edu

SuccessFactors



- Refer to Timeline on SuccessFactors page
- 360 Staff Peer Reviews completed by April (do cleanup from prior years first)
- HR is available to speak at staff meetings about peer reviews or annual review process – March, April, May
- Self Review May 1 – May 31

SuccessFactors



- 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.


New Data in SuccessFactors!



- Business Phone Numbers from the Phone Directory
- Fit Testing – Employee Files, Employee Health section (Thanks to Erica Rouvalis for the suggestion!)

Angela Kimberly Duncan

HRIS MANAGER
9951000 - MEDICAL CENTER HUMAN
RESOURCES
Institutional Relations
MUHA



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duncanki@musc.edu
[Add a note](#)

▼ Employee Health

This information is updated from the SYSTOC Employee Health database.

Type	Date Completed
Fit	01/13/2011
Fit	02/25/2010
Fit	01/06/2012
Flu	09/22/2011

Changing What's Possible.

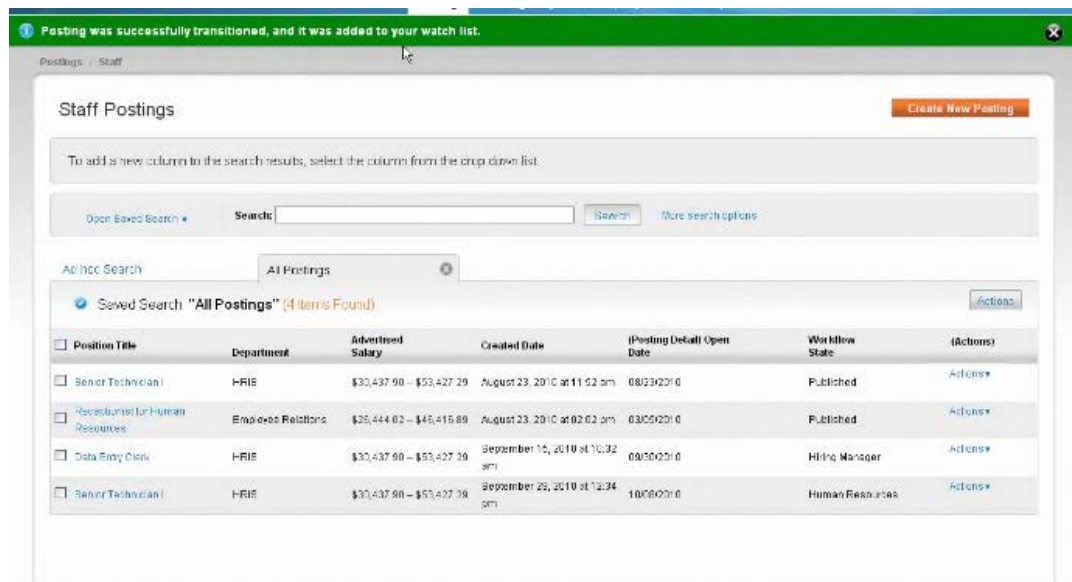
CATTS



- CATTS lessons are due on June 30, 2012
- Employees who do not complete the lessons by the due date are not eligible for a pay for performance increase (provided the Authority's ability to fund).

PeopleAdmin Upgrade

- PeopleAdmin Upgrade to Version 7 this spring



The screenshot displays the 'Staff Postings' page in PeopleAdmin. At the top, a green notification bar states: 'Posting was successfully transitioned, and it was added to your watch list.' Below this, the page title 'Staff Postings' is visible, along with a 'Create New Posting' button. A search bar is present with a 'Search' button and a link to 'More search options'. The main content area shows a 'Saved Search: "All Postings" (4 Items Found)' with an 'Actions' button. Below the search results is a table with the following columns: Position Title, Department, Advertised Salary, Created Date, (Posting Detail) Open Date, Workflow State, and (Actions). The table contains four rows of job listings.

<input type="checkbox"/> Position Title	Department	Advertised Salary	Created Date	(Posting Detail) Open Date	Workflow State	(Actions)
<input type="checkbox"/> Senior Technician I	H-RIE	\$30,437.98 - \$53,427.29	August 23, 2010 at 11:52 am	08/23/2010	Published	Actions*
<input type="checkbox"/> Recruiters for Human Resources	Employee Relations	\$25,444.02 - \$45,415.89	August 23, 2010 at 02:02 am	03/05/2010	Published	Actions*
<input type="checkbox"/> Data Entry Clerk	H-RIE	\$30,437.98 - \$53,427.29	September 15, 2010 at 10:32 am	09/05/2010	Hiring Manager	Actions*
<input type="checkbox"/> Senior Technician I	H-RIE	\$30,437.98 - \$53,427.29	September 25, 2010 at 12:34 pm	10/06/2010	Human Resources	Actions*

Upcoming Training

HR 101 - In this class you will learn the about completing the PEAR form and other HR topics to include employment status changes, job postings, separations, benefits changes, web reporting, FMLA and Mango

– March 29 from 9am-Noon

CATTS Admin Access Training

– April 4 from 9:00 AM - 11:30 AM



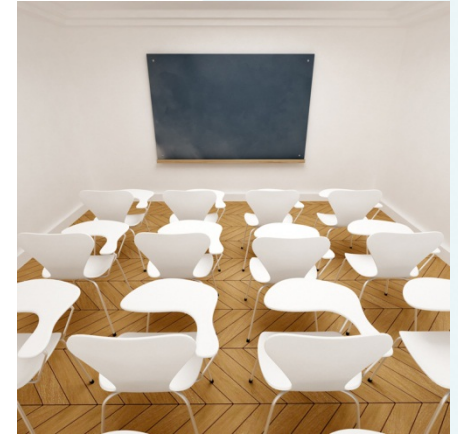
Upcoming Training



SuccessFactors 360

- In this class you will learn how to create a survey, modify and approve raters, distribute your survey and track responses, send a copy of report to employees (if desired), and view the dashboard for 360 peer review.
 - 3/21/2012 from 1:00 PM - 2:00 PM
 - 4/3/2012 from 11:00 AM - 12:00 PM

Upcoming Training



Personnel File Review

- 3/8/2012 from 2:00 PM - 3:00 PM

SuccessFactors for New Leaders and Administrative Support Staff

- 3/1/2012 from 9:00 AM - 10:30 AM

Family and Medical Leave Act

- 4/4/2012 from 1:00 PM - 03:00 PM

Upcoming Training

Disciplinary Policy

- 4/26/2012 from 01:00 PM - 03:00 PM

LDI Tracking Database

- 3/8/2012 from 1:00 PM - 2:30 PM
- 4/12/2012 from 1:00 PM - 2:30 PM

How to Create a PEAR Form in UMS

- April 19th from 9:00 AM - 11:00 AM

Selecting Talent

- 4/17/2012 from 8:30 AM - 12:30 PM



Tech Tips

- Snagit Application
- Windows 7: View two windows side by side
- Windows 7: Quick Access Toolbar



Clearing the *Air*



*Tobacco-Free Campus
Effective March 1, 2012*

Changing What's Possible.

Tobacco Free M-U-S-C

- Tobacco Free Campus March 1
- Benefit of the Month is Smoking Cessation
- If a coupon cannot be located, escort patient or visitor to pharmacy and ask pharmacist to provide gum

Compliance & Enforcement

If a visitor or patient expresses concern about not being able to smoke on campus...

- Be polite and friendly
- Explain that tobacco use is not permitted on MUSC property

Compliance & Enforcement

- Express empathy and compassion
- Offer coupon for free piece of Nicorette® to be redeemed at any MUSC Pharmacy
- Coupons are located in CH & ART gift shops, information desks, volunteer services & security

Meet Your HR Team!



- Representatives will be in the Lobby of the Children's Hospital to increase communication by coming to you!
- Will be scheduled quarterly to answer questions, make appointments for benefits counseling, pick up or submit forms, and help with any other HR related needs.
- This Thursday, February 23rd from Noon – 1:30 p.m.
- Spread the word!