WELCOME TO UAMS!
Three Groups In Orientation Today

Important that you have the correct payroll packet

• **Contract Employees** – Example: Crothall, Hill Rom, Etc (2 Page Packet)
  – Do not need the UAMS Payroll Forms.
  – Only need to complete the medical screening form – **raise your hand for a copy**
  – Payroll/benefit forms are completed in your department.
  – After lunch return to your department, however you must attend all day tomorrow.

• **New Hires** – New to UAMS or returning to UAMS. (Full Packet)
  – Must complete all payroll forms provided to you by your department (or provided today).
  – May have already submitted completed forms to your department.
  – Also need to complete the medical screening form – located in the packet. Please request a copy if you do not already have one.

• **Status Change** – Moving from U-Temps, PRN, extra labor, etc to full-time or part-time. (7 Page Packet)
  – If you are already on the payroll, only complete the 6 page payroll packet.
  – Ok to make changes if needed.
  – Complete the medical screening form
Orientation Material

– Three packets that will be covered today...

• Payroll/Staff handbook – which we will cover this morning
• Retirement Presentation- Will be covered after lunch
• Insurance Presentation- Will be covered after Retirement

All forms must be turned in at the end of each presentation however; changes can be made within 30 days of your date of hire for most benefit elections and anytime for most payroll elections. Check with the presenter if you have questions and for exceptions.
## Day 1 Agenda – Each session is Mandatory. All Employees must attend all sessions! Contractors return to your department after lunch. Everyone return on time from breaks and lunch.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Meet at the Information Desk, 1st floor, Main Hospital</td>
</tr>
<tr>
<td>8:05 – 8:10</td>
<td>Welcome</td>
</tr>
<tr>
<td>8:10 – 9:50</td>
<td>Patient-and Family-Centered Care</td>
</tr>
<tr>
<td>9:50 – 10:00</td>
<td>Break (Return on Time)</td>
</tr>
<tr>
<td>10:00 – 11:00</td>
<td>Payroll Sign Up</td>
</tr>
<tr>
<td>11:00 – 11:10</td>
<td>Medical Screening</td>
</tr>
<tr>
<td>11:10 – 11:45</td>
<td>Appointment Activities</td>
</tr>
<tr>
<td>11:45 – 12:30</td>
<td>Lunch (Contract employees should return to their departments after lunch)</td>
</tr>
<tr>
<td>12:30 – 1:35</td>
<td>Retirement Benefits</td>
</tr>
<tr>
<td>1:35 – 1:55</td>
<td>Appointment Activities and Break</td>
</tr>
<tr>
<td>1:55 – 3:55</td>
<td>Benefits and Insurance</td>
</tr>
<tr>
<td>3:55 – 4:30</td>
<td>I.D. Badges (ED II, Room B104) (Pictures taken, badges distributed on Day 2 at 4:00 pm)</td>
</tr>
</tbody>
</table>

There should be a copy of the agenda at your seat. If you need a copy raise your hand.
Day 2 – Each session is Mandatory.
All Employees must attend all sessions! Return on time from breaks and lunch.

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 – 8:30</td>
<td>ID Badges &amp; Incomplete Human Resources Paperwork</td>
</tr>
</tbody>
</table>
| 8:30 – 10:15  | Work Place Safety (Occupational Health and Safety Department)  
                Blood Borne Pathogen Standard (Occupational Health and Safety Department) |
| 10:15 – 10:30 | Break                                  |
| 10:30 – 11:00 | Infection Control                      |
| 11:00 – 11:30 | Diversity                              |
| 11:30 – 12:30 | Lunch                                  |
| 12:30 – 1:10  | Employee Work Life Balance             |
| 1:10 – 2:15   | Institutional Compliance               |
| 2:15 – 2:45   | Employee Relations                     |
| 2:45 – 3:30   | Parking/Police/Emergency Preparedness |
| 3:30          | **Creative Services**                  |
|               | ID Badge Distribution – Please wait for your badges to be distributed by Creative Services |

Possible additional orientation dates!

**Note:** If you are working in any clinical area you are required to attend PEIP orientation, 8:00 am, Central Bldg 8th flr Clsrms 1 & 2 on Wed/Thurs. Check with your supervisor or call 686-6095 for more information.

Revised January 2014
UAMS participates in the E-Verify program through Department of Homeland Security. All new employees’ identity and employment eligibility will be verified through this electronic system within three business days of their first day of hire, based on the information provided on the I-9 form.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
PAYROLL PRESENTATION

Please ensure that your forms are in order and completed as we review each page.

Everyone should submit a payroll packet unless you have already turned your forms into HR or your department.

(exception: Contractors)
Employee Eligibility Verification

Section 2 is completed by HR staff during the break. You’ll need to present your IDs at that time.

If you mark the 4th box please visit the Immigration table at 11:10 during appointment activities.

All documentation will be copied and returned to you at 11:10 during appointment activities.
Employee Drug-Free Awareness Statement

The University of Arkansas for Medical Sciences supports the concept of a drug-free workplace, as enacted in the federal Drug-free Workplace Act of 1988 and by the State of Arkansas Executive Order OE-89-2, issued March 30, 1989.

As a healthcare institution, employees who abuse drugs on the job pose an imminent danger to patients, visitors, and others we serve. It is the policy of the State of Arkansas, and UAMS, that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance while on UAMS premises or during the course of any University assignment is prohibited.

Any employee who illegally uses, gives, sells, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while on the job or UAMS premises will be subject to disciplinary action up to and including termination. This includes employees who report to work under the influence of drugs, if they are not able to perform their jobs in an efficient and safe manner.

Employees paid from Federal grants and contracts are required, as a condition of employment, to abide by this policy. They are further required to notify their supervisor and the Office of Research Administration within five (5) days following any conviction for violation of any federal or State criminal drug statute where such violation occurred on UAMS premises or during the course of any UAMS assignment. Such employees further realize that such conviction will be communicated by UAMS to the granting agency and agree to waive any and all claims that may arise for conveying this information.

Employees who recognize their own diseased state of addiction to alcohol and/or other drugs are encouraged to seek assistance as specified in the UAMS Substance Abuse policy, and the UAMS Employee Assistance Program (EAP). Employees will not be disciplined for seeking such help, although disciplinary procedures linked to performance criteria are still applicable.

I have read the above statement, which outlines the dangers of drug abuse and our institution's goal of maintaining a drug-free workplace. By signing this document I certify that I have read and agree to comply with UAMS' drug policy.

Signature of Employee

Last 4 digits of your Social Security Number
Form W-4
Federal Withholding

A number must be on line 5 even if the number is zero. Caution: If you put exempt on line 7, no federal taxes will be taken out of your check and you will most likely owe federal taxes when you file your income tax return.

Updates to this form can be made on Employee Self Service (ESS) which we will cover later this morning.
State of Arkansas
Employee’s Withholding Exemption Certificate

A number must be on line 3 even if the number is zero.

Read #5 below and check yes or no here.

Updates to this form can be made on Employee Self Service (ESS)
New Employee Data Sheet

If you have worked for another state agency it is your responsibility to fax proof of prior service info to HR 603-1318. This could possibly increase your vacation/sick accrual rate and career service bonus. Restrictions apply. For more details call HR.
Acknowledgment of Benefit Policies

Must be signed by everyone, even if you are already on the payroll (U Temps, PRN, etc.) (except contract employees)

Please help us save trees and mark “Through the UAMS website.” You can access the most up-to-date benefit SPD’s 24-7 at www.hr.uams.edu. If you don’t have access to a computer, visit our office and we’ll help you, or provide a printed copy if you prefer.
Employee Handbook Handout
(copy behind your agenda)

- Electronic form or hard copy. Electronic is recommended.
- Location: www.hr.uams.edu, select “Policies”, select employee handbook.
- Please read your employee handbook in its entirety.
- Refer to the handout with key topics and page #s for you to review when you read your employee handbook in its entirety:
  - Equal Employment Opportunity - Page 11
  - Pay Days – Page 18
  - Attendance – Page 20
  - Inclement Weather – Page 20
  - Appearance/Dress Code – Page 21
  - Resignations and Employment-at-Will – Page 22
  - Time Off (Vacation, Sick, and Holiday) – Pages 25-27
  - Education – Page 33
Acknowledgment of Receipt
UAMS Employee Handbook

Must be signed by everyone, even if you are already on the payroll. (U Temps, PRN, etc.) (except contract employees)

Please help us save trees and mark “Electronic Format.” Access the most up-to-date employee handbook at www.hr.uams.edu. This book changes often and electronic ensures that you have the most up-to-date version. However; if you prefer a hardcopy we will provide a copy during the appointment activities at 11:00 am. Mark this form accordingly and sign and date the bottom.

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ACKNOWLEDGMENT OF RECEIPT
Employee Handbook
University of Arkansas for Medical Sciences (UAMS)

This handbook has been prepared to assist you in becoming acquainted with your new job because you are an important part of the UAMS family.

Please take time to read this handbook. The policies and procedures summarized in the handbook are presented as information only and are not conditions of employment. UAMS reserves the right to modify, suspend, revoke, terminate or change in whole or in part, any of its policies, procedures or practices at any time with or without notice. The language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract between UAMS and any one or all of its employees.

Questions about your employment should be directed to your supervisor, or you may contact the Office of Human Resources should you have any questions which cannot be answered by your supervisor.

Employees have the option of receiving the handbook in electronic form or hard copy. In order to access the handbook in electronic form please go to the UAMS website www.hr.uams.edu and select “Policies” on the navigation pane, then select employee handbook.

Please indicate your choice by checking the appropriate box below:

X I choose to receive the employee handbook in electronic format and accept responsibility for following according to the instructions provided.

____ I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in University policies may supersede, modify, or render obsolete the information summarized in this booklet. As the University provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Office of Human Resources if I have questions or concerns or need further explanation.

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Name (Print): Jane Doe

Signed: Jane Doe

Last 4 digits of Social Security Number: -9999

Date: 12-31-2014

Rewritten: January 2014
If you have more than 1 primary and 1 secondary account you will need another form for more than 2 account/banks. Ask the presenter for another form if needed.

DIRECT DEPOSIT IS MANDATORY FOR ALL UAMS EMPLOYEES

Note: Voided check or deposit slip recommended to be included with the direct deposit form.

Updates to this information can be made on Employee Self Service (ESS)
Acknowledgement of the Safety and Quality Reporting Process

Employees are encouraged to routinely report concerns about safety or the quality of care to their supervisor or director and may also use the Patient Safety Net program available online, call a toll free hotline (888-511-3969), or the Arkansas Department of Health (501-661-2201), or the Joint Commission (800-994-6610).

I acknowledge that I have been informed of and understand the reporting process related to any concerns about the safety and quality of care provided by the University of Arkansas for Medical Sciences Medical Center.

I also understand that should I express a concern no disciplinary or retaliatory actions will take place due to my report.

Jane Doe

Employee Signature

Employee Name (please print)

Last four digits of SSN

Date Signed

Aug. 29, 2008

Must be signed by everyone, even if you are already on the payroll. (U Temps, PRN, etc.) (except contract employees)
Voluntary Self-Identification of Disability

Must be signed by everyone, even if you are already on the payroll. (U Temps, PRN, etc.) (except contract employees)

Please complete even if you select not to disclose a disability. Your response will not be used against you in any way.

Employees will need to update their information every five years. If you require a reasonable accommodation please contact the Office of Human Resources, Employee Relations @ 501-686-5650.
How do I access Employee Self Service (ESS)?

www.hr.uams.edu
Under “Quick Links” on the right hand side of the page, click on “Employee self Service”. Instructions are also included.
How do I access Employee Self Service (ESS)?

Enter Your UAMS Domain ID and Password then click log on.
Employee Self Service
Several changes can be made to your payroll elections such as federal and state taxes.

Click here to see your benefit plans, vacation/sick balances, pay stubs, or change federal/state tax withholding

Click here to see travel expense reports
Employee Self Service

Click here to change your address, direct deposit, personal data, and update veteran status.

Click here for information on life event changes regarding your benefits such as marriage, divorce, birth, etc.
Employee Self Service

Click here to enter the Online Performance Evaluation System

Career Development

[Image of a webpage with options such as Benefits, Travel and Expenses, Donations to UAMS, and Personal Information, with a focus on Career and Development]
90-Day Evaluation

Employee Documents

Status Overview (1)

- Hide Quick Criteria Maintenance

Category Group ID: 
Category ID: 
Appraisal Template ID: 
Employee: 
Valid From: 01-01-2011 To 12-31-2012

View: UAMS_View

<table>
<thead>
<tr>
<th>Appraisal Status</th>
<th>Substatus</th>
<th>Appraisee Name</th>
<th>Appraisal Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process</td>
<td>Employee Review</td>
<td>Gay, Lisa G</td>
<td>90 Day Evaluation</td>
</tr>
</tbody>
</table>
90-Day Evaluation

This evaluation form should be completed on or up to the 90th day of employment by the 90th day, this employee will be deemed to have satisfactorily completed the

Overall Score (manager to complete)
Consistent with the evaluation of this employee:
Performance Score: 2

Has Completed 90 day evaluation period: Yes

90 day evaluation period extended: No

Will be terminated: No

Note Supervisor Comment:

1 Individual Score
Performance Score: 2

1.1 Applications of Skills and Knowledge
Performance Score: 2 Met the Standard

1.2 Quality of Work
Performance Score: 2 Met the Standard

1.3 Productivity
Performance Score: 2 Met the Standard

1.4 Dependability/Ability to Supervise
Annual Evaluation

1 UAMS Mission and Values
1. Integrity
We foster, encourage and expect honesty, accountability and transparency in pursuit of the highest ethical and professional standards in all that we do. We take responsibility for our performance, and will communicate our critical decisions to our employees, patients, students and stakeholders.

1.1 Constructive Criticism
Accepts constructive criticism positively

Employee Score: No value

Performance Score: No value

1.2 Problem Resolution
Resolves problems

Employee Score: 2 Satisfactory

Performance Score: No value
Job Responsibilities

7 Employee Performance
Performance Score: 
Weighting: 0.700

Note Employee Comment:
Employee Comments for their scoring on this tab.

Note Supervisor Comment:

7.1 Job Standards/Essential Functions
Employee Score: 2 Satisfactory
Employee Acknowledgement for 90-Day and Annual Evaluations
Office of Human Resources

• Phone:  501-686-5650
• Location: Central Hospital 4th Floor, C Wing
• Email:  AskHR@uams.edu
• Website:  www.hr.uams.edu
• ESS:  https://enterprise.uams.edu/irj/portal