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To: HR Newsletter Distribution

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Subject: Reminder and a New Performance Report

Did you know that processing a termination action late can cause several issues? Besides possibly overpaying the employee, the following issues can happen:

- Security Access removal is delayed
 - This could lead to fines up to \$50,000 per patient if patient information is to be accessed by a terminated employee.
 - Entry to restricted area by the use of their ID badge
- Benefit deductions have been taken but must be refunded
- Notification of COBRA rights are delayed
- Headcount and other reports are exaggerated
- Compliance issues with The Joint Commission

Terminating Non-Employees is just as important. They do not have the pay or benefit issues; however the security access is a major concern.

Goal:

- Employees: Term within 3 days or sooner of the employees last day at work
- Non-employee: Term on the non-employee's last day he/she is needed to perform his/her function

We would also like to pass along a new performance evaluation report. **ZHRSCORESUM** transaction creates a summary report of the number of evaluations that were due, completed and the scores in a given period of time. You can also drill down to see the details. The instructions are attached.

If you have any questions, please let me know.