

Sent: Tuesday, June 10, 2014 1:23 PM
To: HR Newsletter Distribution
Subject: RE: HR Heads Up - summer new hires, PART 2

I have an update for you. Soon a campus announcement will be made that all new faculty members who practice or teach on the main UAMS campus will be required to attend the Patient- and Family-Centered Care (PFCC) session of orientation. This is held on Monday morning of New Employee Orientation.

So here are some more tips on scheduling faculty for orientation.

If your new faculty member is non-FGP – in other words, they are eligible for regular benefits – you have two options.

- **One-step option:** (1) Schedule them for the 2-day “HR New Employee Orientation” program via SAP PV00. PFCC and other required training will be covered and they will enroll in benefits. They’ll get their TB skin test, ID badge, turn in payroll forms, etc. This is the best option to ensure nothing falls through the cracks.
- **Three-step option:** (1) Schedule them for “HR New Non FGP Faculty Orientation” via SAP PV00. They will come to our office to enroll in benefits and turn in their payroll forms. (2) Schedule them for “PFCC Orientation” via [Training Tracker](#). (3) Have them complete other required training online (see online orientation link below).

If your new faculty member is eligible for FGP benefits, you also have two options.

- **Two-step option:** (1) Schedule them for “HR New Employee Orientation” via SAP PV00. They will receive all the required training, turn in payroll forms, and get their TB skin test and ID badge. But because their insurance benefits are different, they will leave orientation at the lunch break on Monday and return Tuesday morning. (2) For their benefits enrollment, schedule them for “HR New FGP Faculty Orientation” via SAP PV00. They will come to our office to enroll in benefits.
- **Three-step option:** (1) Schedule them for “HR New FGP Faculty Orientation” via SAP PV00 so they can enroll in benefits and turn in payroll forms in our office. (2) Schedule them for “PFCC Orientation” via [Training Tracker](#). (3) Have them complete other required training online (see online orientation link below).

If your faculty member will practice at Ark. Children’s Hospital and you have questions about that orientation, please contact UAMS Pediatrics HR at PedsHR@uams.edu.

Thanks.

Becky Goins

From: Goins, Rebecca A
Sent: Monday, June 09, 2014 12:09 PM
To: HR Newsletter Distribution
Cc: Ask HR
Subject: HR Heads Up - summer new hires

We typically see a higher volume of new employees in the summer and the start of a new fiscal year – new residents (housestaff), recent grads in nursing and other health fields, and new faculty.

Here are some tips and reminders on scheduling them for orientation so they can timely enroll in benefits. Visit this [website](#) for more details about orientation.

1. All new **staff employees** who are eligible for benefits are required to attend the 2-day New Employee Orientation. There are two more sessions this month: June 16-17 and June 30-July 1.
2. All new **housestaff** must attend either the big orientation the week of June 16, or be scheduled for a benefits orientation in Human Resources.
3. New **Faculty Group Practice members** must be scheduled for a benefits orientation in our office. This also applies if you are transferring a Resident into a faculty position with FGP benefits (be sure to key the “MCPG” contract code on the 0001 screen in SAP).
4. If you are **moving a temporary or student employee into a regular position**, be sure to schedule them for the 2-day New Employee Orientation program. If they already attended when they were first hired as a temp, you only need to send them to the Monday afternoon benefit sessions, which start at 12:30 and end by 4 pm. This also applies to employees who are increasing their % of time such that they are now going to be 50% or more and newly eligible for benefits.
5. Click [here](#) for instructions on how to schedule employees for orientation. You’ll schedule them in SAP for either the 2-day New Employee Orientation program or a benefits orientation in our office.
6. Remember that only faculty, housestaff, and employees working outside central Arkansas may bypass the 2-day New Employee Orientation program. You are responsible for ensuring they complete the required [online orientation](#) modules.
7. **There is a waiting period before benefits begin.** Benefits take effect the first of the following month. Unless SAP shows a hire date of exactly the 1st of the month, **and** you schedule your new employee to attend orientation by that date, **and** they turn in their forms by that date, their benefits will not start until the next month. If you want your July 1 new hire to have benefits effective July 1, you must schedule them for their orientation on or before July 1.

Questions? There are four easy ways to reach us:

- Call us at (501)686-5650
- Email us: AskHR@uams.edu

- Find us online: hr.uams.edu
- Come see us in person in the C Wing on the fourth floor of the Central Building

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