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To: HR Newsletter Distribution

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Subject: Credentials on Name Badges

Human Resources, Information Technology and Communications & Marketing have been working the past several months on a system for credentials to be entered in SAP in the employee's record and then downloaded to the ID Badge system so they can be placed on the employee's badge. Through collaboration with all three departments, we are finally there. This new process will streamline the process and provide more security for how information is pulled for employee badges.

Below is a link to the SAP manual explaining how credentials, which can mean education, certifications or licenses, are to be added to the employee's record in SAP.

<http://intranet.uams.edu/enterprise/sap/Manuals/HR/Enterprise%20Personnel%20Admin%20-%20EU.doc> In this manual the instructions start on page 91. We have also included the instructions on the attachment to this email for your convenience.

The process for updating an employee's HR record in SAP has been in place for several years; however, the download to the ID Badge System was the key to make everything work. For most new employees, this information is gathered and verified during the application process and is already in SAP. For current employees, it is suggested the appropriate manager or supervisor review their HR record in SAP to verify their information is up to date. When a new employee begins at UAMS or an existing employee comes to Creative Services for a replacement badge due to a change in department, title change, loss of badge, etc., only credentials that are loaded in SAP will be available to be placed on the badge. If a current employee needs a replacement badge and credentials are not in SAP, no credentials will be placed on the badge. An employee will be able to have two credentials added to his/her badge. If the employee has more than two listed in the SAP, they may choose the two they wish to have placed on the badge.

If an employee chooses to update credentials only on his/her badge, it is at the expense of the employee or the department; however, if the employee has had a recent position or department change, there will be no charge to the employee for the adding of credentials to their updated badge.

Also, the division/department name that is placed on the badge has been streamlined as well. Executive Committee approved a naming convention for all organizational units in SAP to reflect names that are better identifiers for our patients and their families.

Please let me know if you have any questions.

Thanks,

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