MERCY COLLEGE
OF HEALTH SCIENCES

Orientation

Human Resources

Welcome to the Crew!

Today we will be showing you how to…

Agenda

- Vision, Mission, and Core Values
- College legacy and present information
- Policies
- EmployeeCentral
  - View My Pay
  - CommonSpirit Pathways
  - My HR Information
- Email
- DUO
- Accessing the network remotely
- Kronos
- Transferring hours process
- Important contact information
- Quick reference guides (QRGs)

Vision and Mission

Vision: Mercy College of Health Sciences will be a locally and regionally recognized leader, transforming students into healthcare professionals who live out and extend our ministry of healing.

Mission: Mercy College of Health Sciences prepares graduates for service and leadership in the healthcare community by integrating its core values with a professional liberal arts and sciences education.

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Core Values

- KRICE
  - **K**nowledge
  - **R**everence
  - **I**ntegrity
  - **C**ompassion
  - **E**xcellence

Legacy

- Founded in 1899 by the Sisters of Mercy
- Tuition in early 1900's was $75.00
- First graduating class in 1901
- Established as a College in 1995
- First degrees awarded in 1998

Present

- 13 programs from short term certificate to 4-year degrees.
- 12 different accrediting agencies.
- Average of 800 students per semester.
- MercyPlus.
- MSN Program - Fall 2022
- 1+1 LPN to ASN - Fall 2023

Mercy College Policies

- Employee Handbook
- Tobacco, Alcohol, Violence Free Workplace
- Ethics
- Family Education Rights and Privacy Act (FERPA)
  - Student rights:
    - Control over who does or does not have access to education records
    - Ensure students and parents can review education records
    - Provide feedback on errors or misleading information in education records
- Health Insurance Portability and Accountability Act (HIPAA)
  - Protect the confidentiality and security of health information as it is used, disclosed and electronically transmitted
  - Create a framework, using standardized formats, for transmitting electronic health information more efficiently

Mercy College Policies Cont.

Title IX/Harassment

- Title IX
  - Prohibits discrimination based on sex in the College's educational programs and activities
  - Title IX Coordinators:
    - Students: Lyneene Richardson
    - Employees: Amanda Kearns
- Harassment
  - Mercy College is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex.

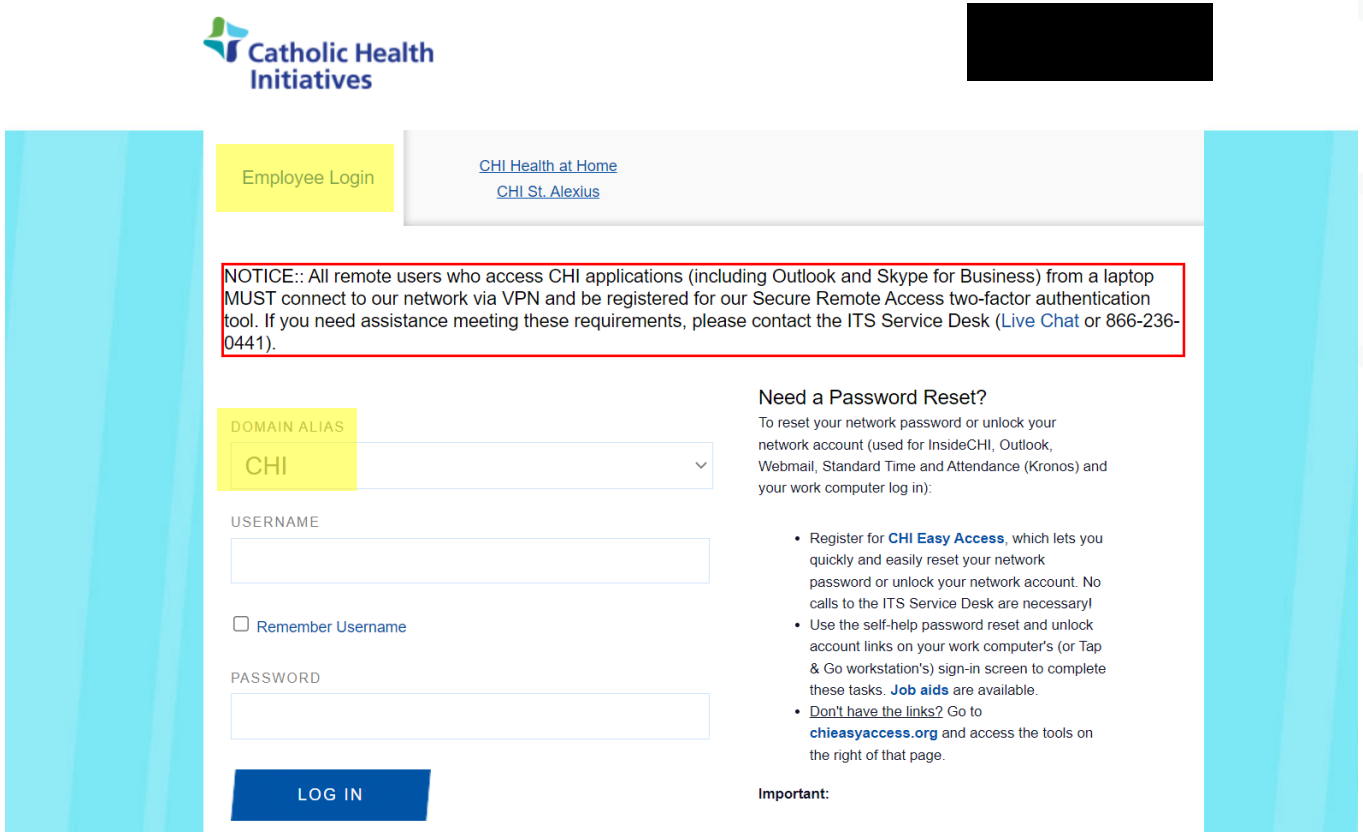
Mercy College Policies Cont.

- Flu Vaccination
- Covid-19 Vaccine

- Mandatory Education
  - SafeColleges (Vector Solutions)
  - Common Spirit Pathways
  - Mandatory Reporter training (adult & child)

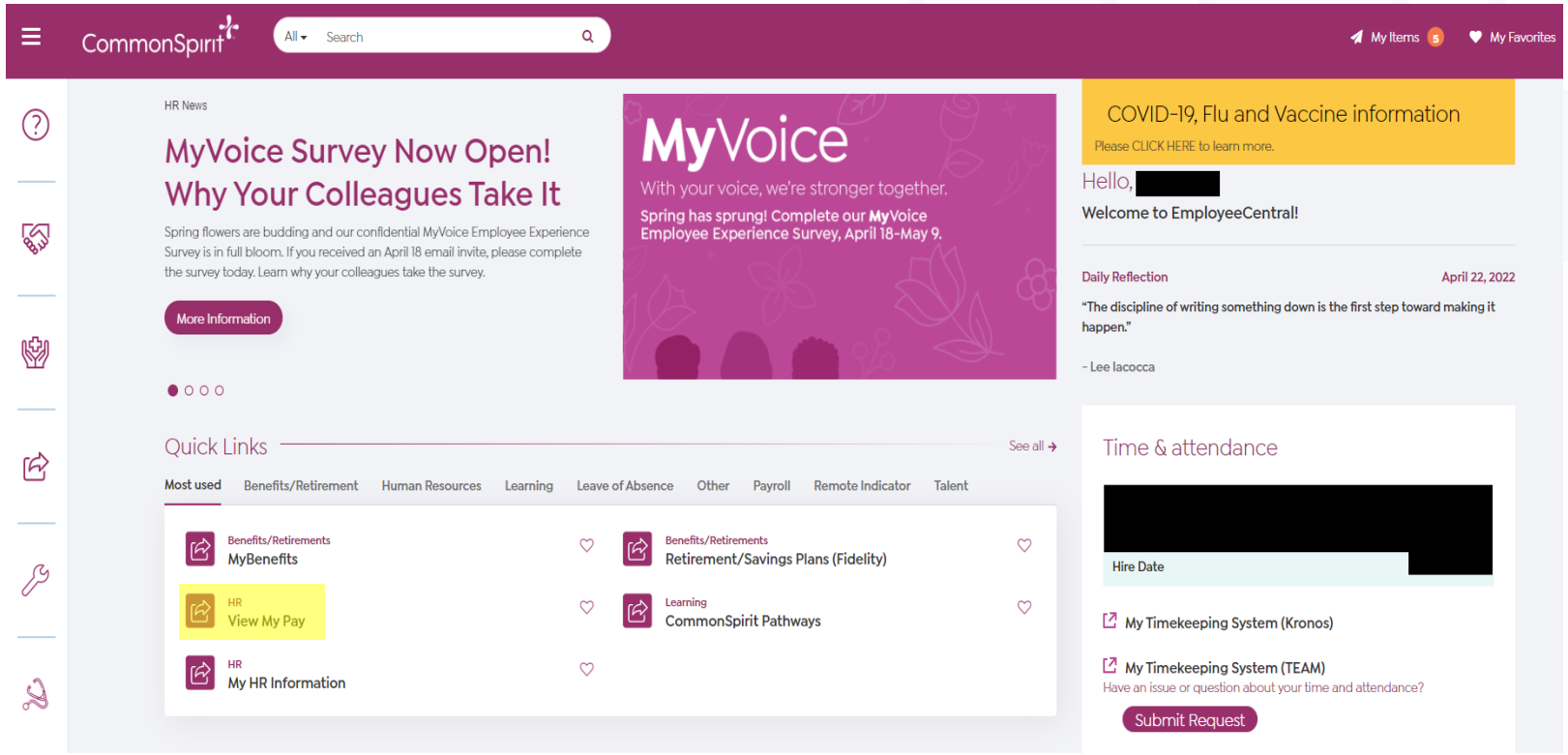
EmployeeCentral

- Login credentials
- InsideCHI
  - (https://login.catholichealth.net/auth/login/)
  - Domain Alias: CHI
  - Network login credentials
- View My Pay
- CommonSpirit Pathways
  - Required and optional training
- My HR Information (Infor)



View My Pay

- Set up tax forms and direct deposit
- Access year-end tax forms and paystubs
- Refer to Quick Reference Guide “W4s and Direct Deposit Set Up”



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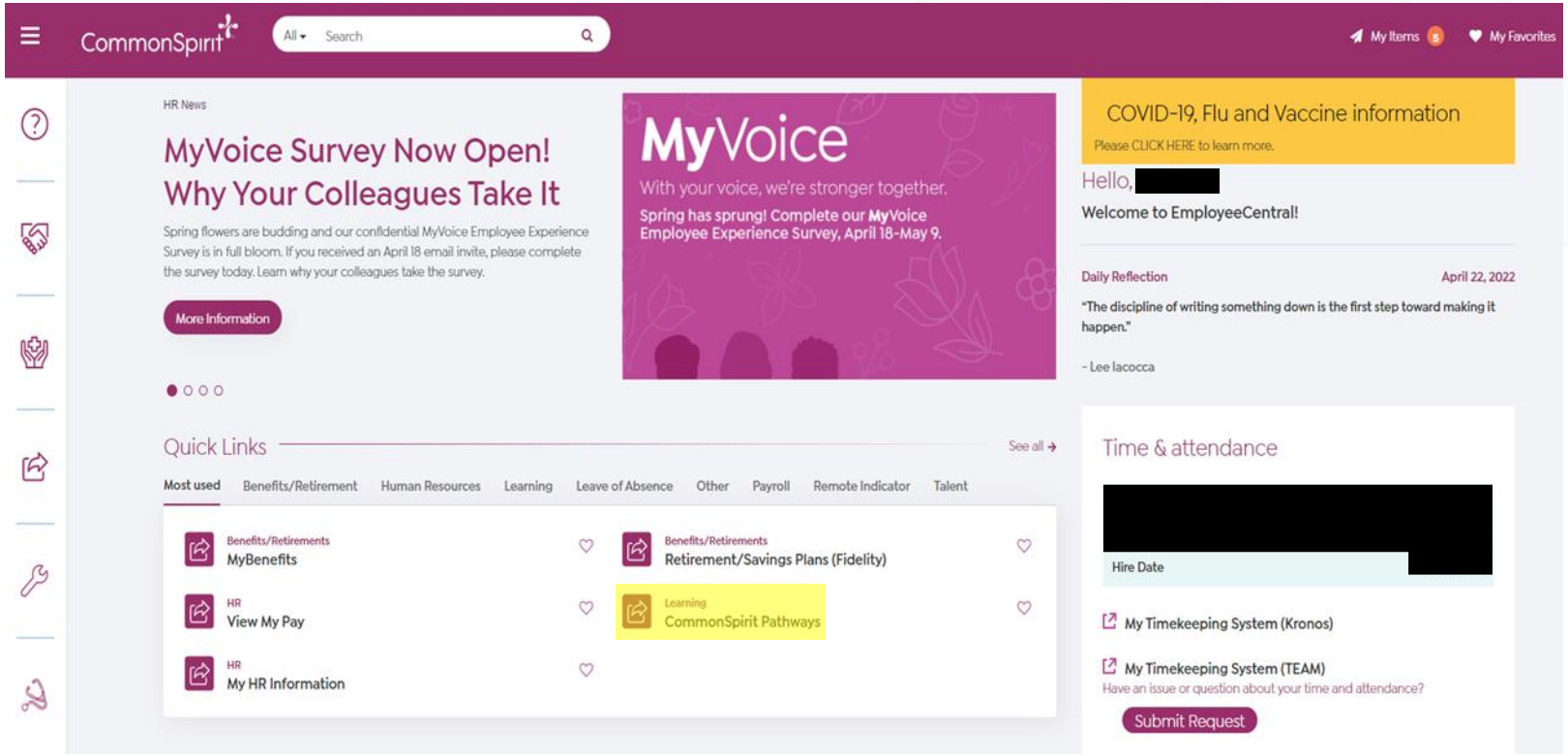
CommonSpirit Pathways

- Required training
  - "Assigned/No Due Date"
- Optional training
- Email notifications and reminders
- Mandatory Reporter

Vector Solutions training will <u>not</u> be found in CommonSpirit Pathways



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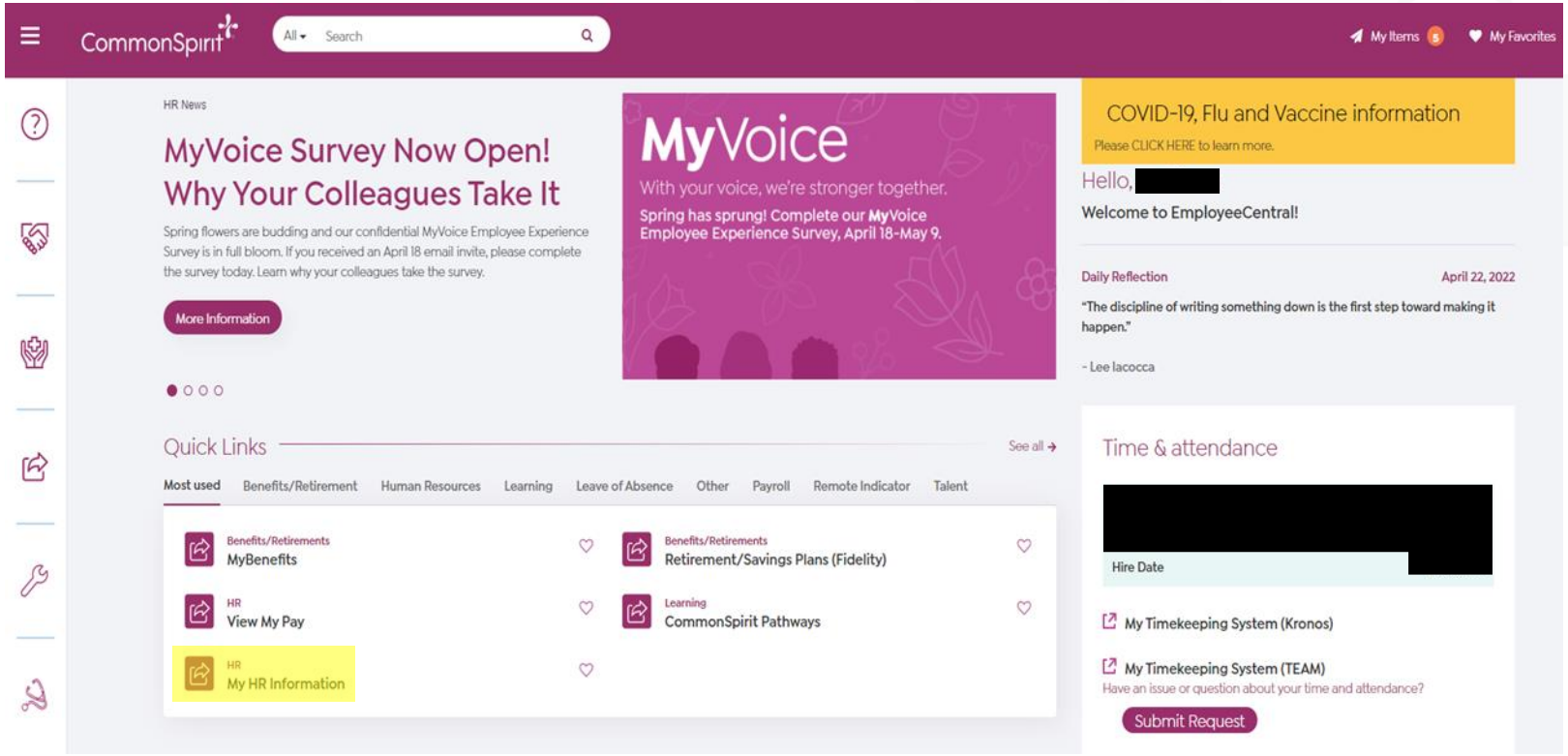
My HR Information (HR)

- Update address, phone number, emergency contact, etc.
- Update/Add credentials
- Refer to Quick Reference Guide “Adding or Updating Credentials”



Email

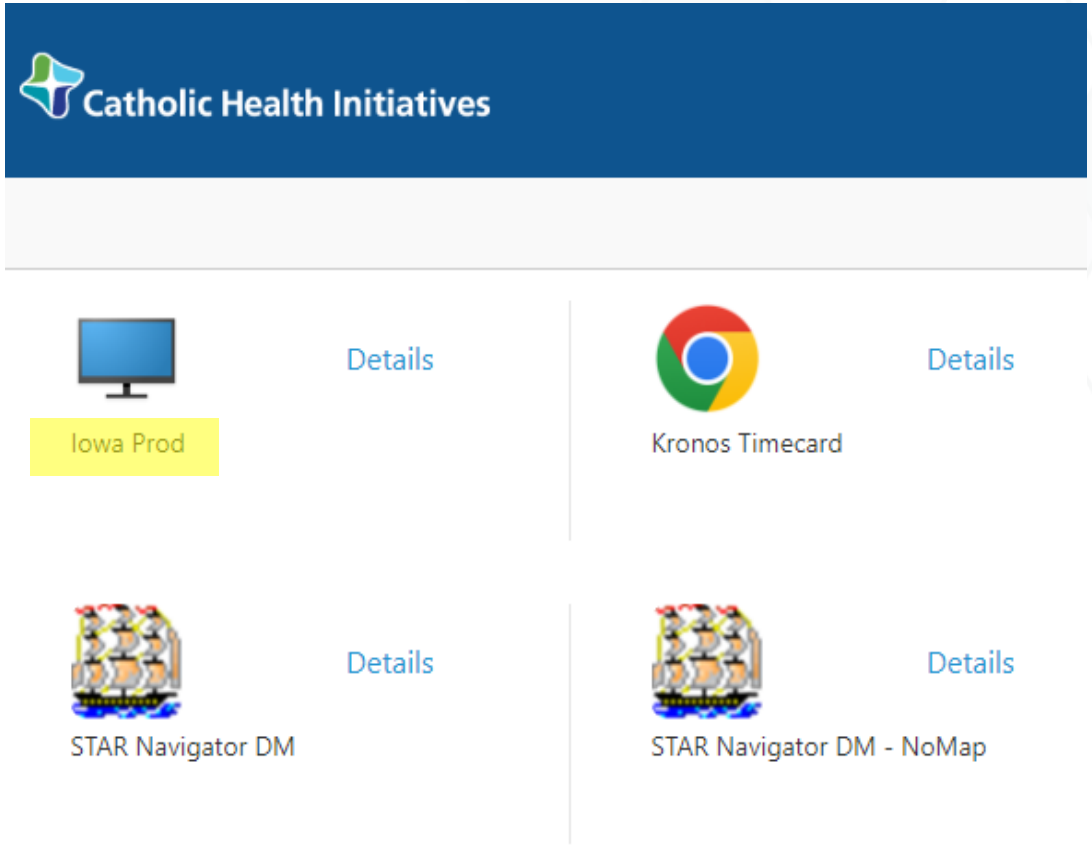
- The College utilizes Gmail and the Google suite
- Must use work email for work communications
  - College will not use your personal email to communicate with you
- Check email on a consistent basis
- Commonspirit.org/MCHS.edu
- Refer to Quick Reference Guide “Gmail Instructions”

DUO

- DUO is a two-factor authentication system
- Download in the app store
- Must download to access certain things
    - Kronos
- Contact Technology Specialist for assistance

Accessing the Network Remotely

- You may need to be connected to the Mercy College network to access certain programs, websites, personal and shared drives, etc. while working remotely
- Iowa Prod/Citrix
- Refer to Quick Reference Guide "Iowa Prod/Citrix Instructions"



Kronos

- Kronos is our timekeeping system
- Kronos machine
- Kronos Mobile App
  - Download “UKG Workforce Central” app in app store
  - Utilize to clock in and out for your shift
  - Must be used in real time
  - Refer to Quick Reference Guide “Kronos Mobile App Instructions”
- Contact HR Specialist with any access issues or questions

Transfer Hours

- Only applicable to those who have an additional <u>non-exempt</u> position within the MercyOne network
  - If you have an additional <u>exempt</u> position within the MercyOne network, **<u>do not</u>** clock in and out using the Kronos app or Kronos machine. Keep track of your hours and send them to your primary manager to be entered. Your primary manager will still need to transfer your hours when entering them into Kronos.
- Correct pay rate/department
- Obtain the necessary information from HR Specialist
- Notify HR Specialist of any position changes immediately

Important Contact Information

- **HR**
  - Amanda Kearns: HR Generalist
    - Amanda.kearns@commonspirit.org| 515-643-6678
  - Madison Martin: HR Specialist
    - Madison.martin900@commonspirit.org| 515-643-6629
- **IT**
  - Keegan McReynolds: Technology Specialist
    - Keegan.mcreynolds@commonspirit.org | 515-473-8158
- **EmployeeCentral**
  - 1-855-475-4747
- College Directory

Quick Reference Guides (QRGs)

- W4s and Direct Deposit Set Up
- Adding or Updating Credentials
- Gmail Instructions
- Iowa Prod/Citrix Instructions
- Kronos Mobile App

You are now ready to…