



MERCY COLLEGE
OF HEALTH SCIENCES



Orientation

Human Resources

Welcome to the Crew!

Today we will be showing you how to...

PLUG IN 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

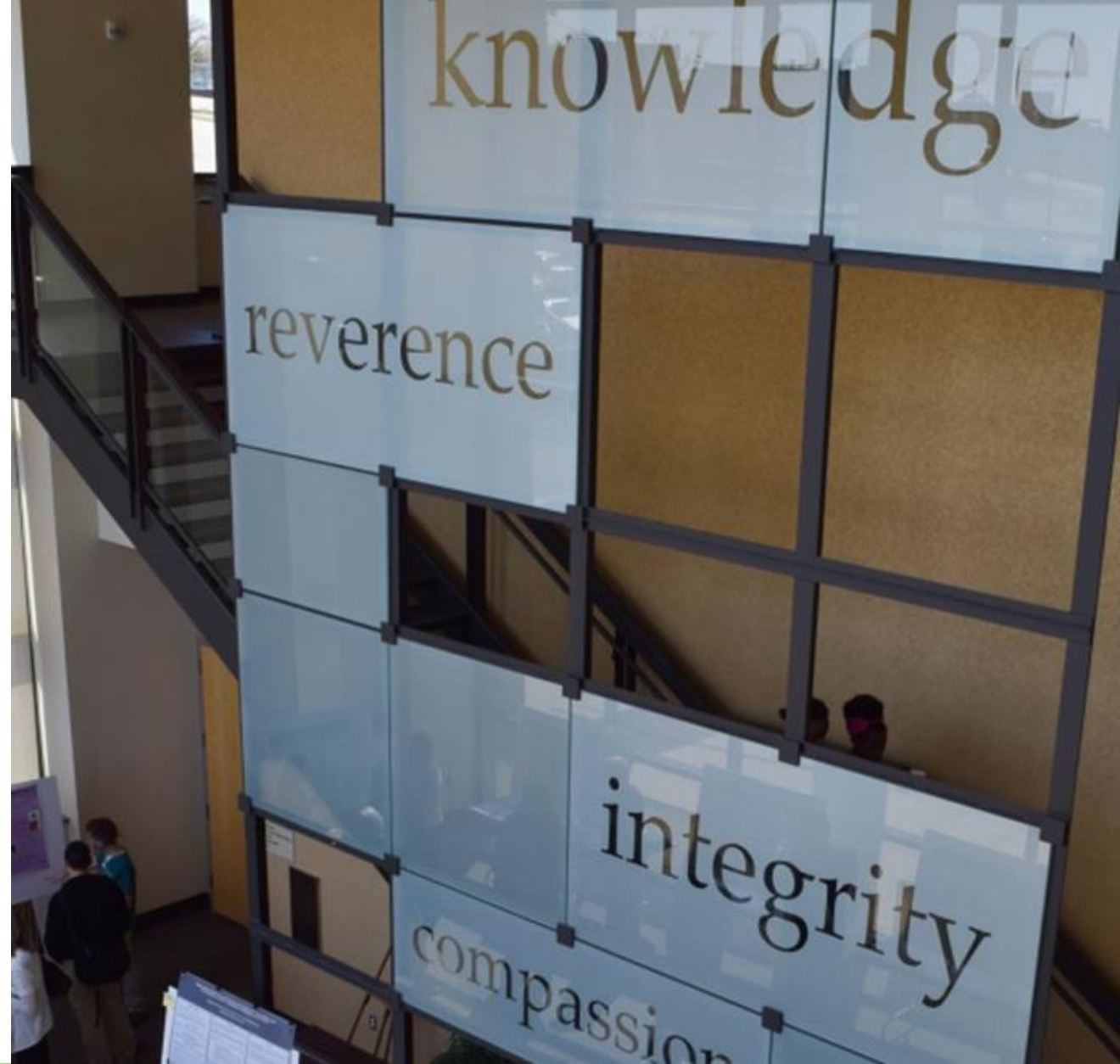
Vision: Mercy College of Health Sciences will be a locally and regionally recognized leader, transforming students into healthcare professionals who live out and extend our ministry of healing.

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.



Core Values

- KRICE
 - Knowledge
 - Reverence
 - Integrity
 - Compassion
 - Excellence



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/au-th/login/>)
 - Domain Alias: CHI
 - Network login credentials
- View My Pay
- CommonSpirit Pathways
 - Required and optional training
- My HR Information (Infor)

Catholic Health Initiatives

Employee Login

[CHI Health at Home](#)
[CHI St. Alexius](#)

NOTICE:: All remote users who access CHI applications (including Outlook and Skype for Business) from a laptop MUST connect to our network via VPN and be registered for our Secure Remote Access two-factor authentication tool. If you need assistance meeting these requirements, please contact the ITS Service Desk (Live Chat or 866-236-0441).

DOMAIN ALIAS

CHI

USERNAME

Remember Username

PASSWORD

LOG IN

Need a Password Reset?

To reset your network password or unlock your network account (used for InsideCHI, Outlook, Webmail, Standard Time and Attendance (Kronos) and your work computer log in):

- Register for **CHI Easy Access**, which lets you quickly and easily reset your network password or unlock your network account. No calls to the ITS Service Desk are necessary!
- Use the self-help password reset and unlock account links on your work computer's (or Tap & Go workstation's) sign-in screen to complete these tasks. **Job aids** are available.
- **Don't have the links?** Go to chieasyaccess.org and access the tools on the right of that page.

Important:

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”

The screenshot shows the CommonSpirit Employee Central portal. The header includes the CommonSpirit logo, a search bar, and navigation links for 'My Items' and 'My Favorites'. The main content area features a 'MyVoice Survey Now Open!' announcement, a 'Quick Links' section with 'View My Pay' highlighted, and a 'Time & attendance' section with a 'Submit Request' button.

CommonSpirit

All Search

My Items 5 My Favorites

HR News

MyVoice Survey Now Open! Why Your Colleagues Take It

Spring flowers are budding and our confidential MyVoice Employee Experience Survey is in full bloom. If you received an April 18 email invite, please complete the survey today. Learn why your colleagues take the survey.

More Information

MyVoice

With your voice, we're stronger together.
Spring has sprung! Complete our MyVoice Employee Experience Survey, April 18-May 9.

COVID-19, Flu and Vaccine information
Please [CLICK HERE](#) to learn more.

Hello, [REDACTED]
Welcome to EmployeeCentral!

Daily Reflection April 22, 2022
"The discipline of writing something down is the first step toward making it happen."
- Lee Iacocca

Quick Links

See all →

Most used Benefits/Retirement Human Resources Learning Leave of Absence Other Payroll Remote Indicator Talent

- Benefits/Retirements MyBenefits
- HR View My Pay
- HR My HR Information
- Benefits/Retirements Retirement/Savings Plans (Fidelity)
- Learning CommonSpirit Pathways

Time & attendance

[REDACTED]
Hire Date [REDACTED]

- My Timekeeping System (Kronos)
- My Timekeeping System (TEAM)
Have an issue or question about your time and attendance?
[Submit Request](#)

CommonSpirit Pathways

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

Vector Solutions training will not be found in CommonSpirit Pathways

The screenshot displays the CommonSpirit Pathways web application. At the top, there is a purple navigation bar with the CommonSpirit logo, a search bar, and user account options like 'My Items' and 'My Favorites'. The main content area features a 'MyVoice Survey Now Open!' announcement with a 'More Information' button. To the right, there is a 'COVID-19, Flu and Vaccine information' banner and a personalized welcome message. Below these, a 'Daily Reflection' quote is shown. The 'Quick Links' section is organized into tabs: 'Most used', 'Benefits/Retirement', 'Human Resources', 'Learning', 'Leave of Absence', 'Other', 'Payroll', 'Remote Indicator', and 'Talent'. Under the 'Most used' tab, several links are visible, including 'MyBenefits', 'View My Pay', 'My HR Information', 'Retirement/Savings Plans (Fidelity)', and 'CommonSpirit Pathways'. On the right side, there is a 'Time & attendance' section with a 'Submit Request' button.

My HR Information (HR)

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

The screenshot displays the CommonSpirit My HR Information page. At the top, there is a purple navigation bar with the CommonSpirit logo, a search bar, and links for 'My Items' and 'My Favorites'. The main content area is divided into several sections:

- HR News:** A prominent announcement for the 'MyVoice Survey Now Open!' with the headline 'Why Your Colleagues Take It'. The text encourages employees to complete the survey by May 9.
- MyVoice Banner:** A purple banner with the text 'With your voice, we're stronger together. Spring has sprung! Complete our MyVoice Employee Experience Survey, April 18-May 9.'
- COVID-19, Flu and Vaccine information:** A yellow alert box with a 'CLICK HERE' link.
- Personalized Greeting:** 'Hello, [redacted] Welcome to EmployeeCentral!'.
- Daily Reflection:** A quote by Lee Iacocca: 'The discipline of writing something down is the first step toward making it happen.' dated April 22, 2022.
- Time & attendance:** A section with a 'Hire Date' field (redacted) and a 'Submit Request' button.
- Quick Links:** A section with tabs for 'Most used', 'Benefits/Retirement', 'Human Resources', 'Learning', 'Leave of Absence', 'Other', 'Payroll', 'Remote Indicator', and 'Talent'. The 'Most used' tab is active, showing links for 'MyBenefits', 'View My Pay', 'My HR Information' (highlighted in yellow), 'Retirement/Savings Plans (Fidelity)', and 'CommonSpirit Pathways'.

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”



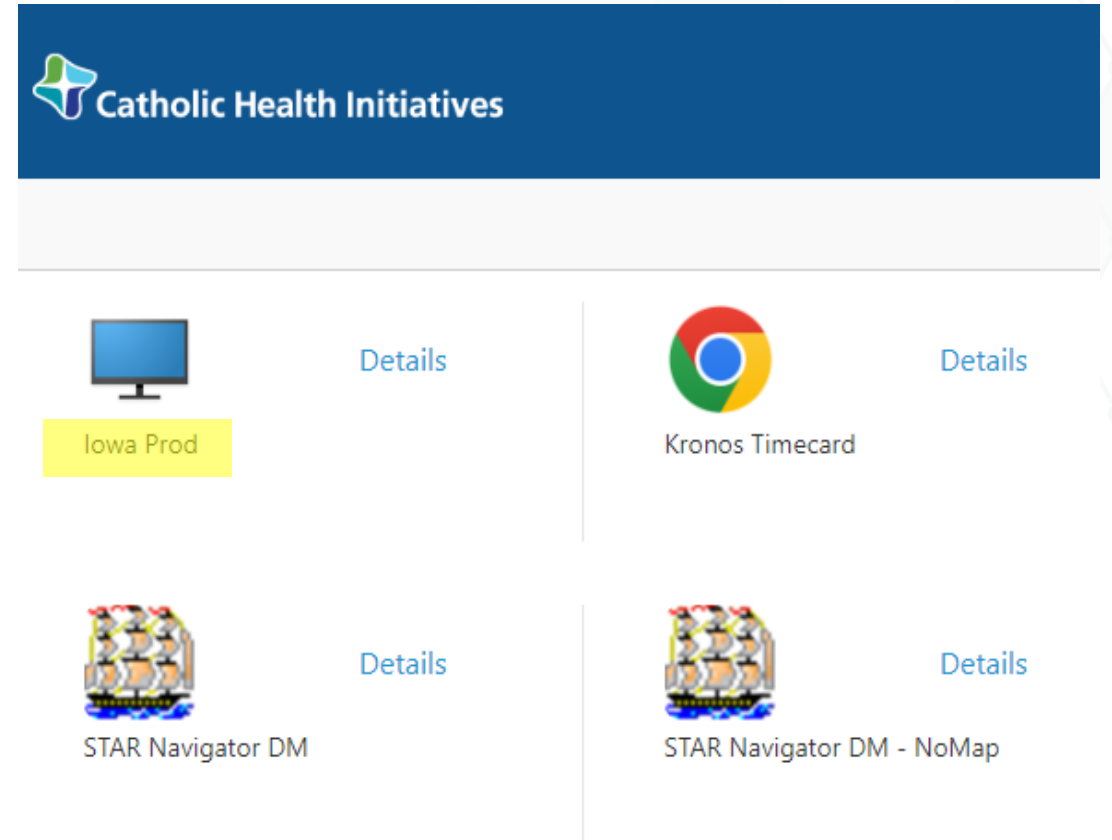
DUO

- 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”



The screenshot shows the 'Catholic Health Initiatives' application menu. It features a blue header with the logo and name. Below the header, there are four application tiles arranged in a 2x2 grid. Each tile includes an icon, the application name, and a 'Details' link.

Application Name	Icon Description	Link
Iowa Prod	Computer monitor icon	Details
Kronos Timecard	Google Chrome logo	Details
STAR Navigator DM	STAR Navigator logo	Details
STAR Navigator DM - NoMap	STAR Navigator logo	Details

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 non-exempt position within the MercyOne network
 - If you have an additional exempt position within the MercyOne network, **do not** 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

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...

PLUG IN TO 