

# HR Capsule

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## Learning & Development Metrics

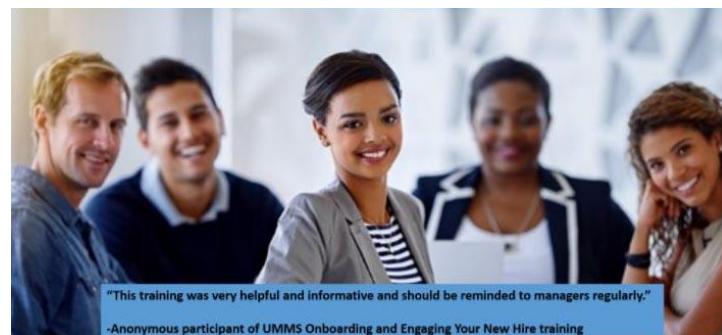
In September through November, the second training in the UMMS Manage and Lead program was offered with the HIRE module's *How to Onboard and Engage Your New Hire* class. Below are a few metrics from the training:

- The *Onboarding and Engaging Your New Hires* development class had a high attendance rate with 180+ attendees.
- The *Onboarding and Engaging Your New Hires* development class received great feedback with **99%** of managers saying, "the facilitator was knowledgeable about the topic and presented it effectively".
- The *Onboarding and Engaging Your New Hires* development class received a **92%** of attendees "strongly agree" or "agree" that they, "gained knowledge and/or skills to learn the strategies to engage new hires and apply them".

The *Organizing, Prioritizing and Managing Your Work* development class was offered this summer to all employees. Below are a few metrics from the training:

- The *Organizing, Prioritizing and Managing Your Work* development class had a high attendance rate with 210+ attendees.
- The *Organizing, Prioritizing and Managing Your Work* development class received great feedback with **94%** of attendees said, "the facilitator was knowledgeable about the topic and presented it effectively".

To learn more about the upcoming development courses including the "Manage and Lead" courses click [here](#).





It's that time of year again. Once the Holiday season comes to a close, and we begin a new year, it will be time to start thinking about preparing your tax return.

One critical item that you will need in order to file your taxes is your Wage and Tax Statement (or W-2 Statement). **UMMS is pleased to announce that UMMS employees may now elect to receive their W-2 statements online through HR Direct Self Service in an IRS approved PDF format. This allows you to print and send the online form with your tax return.**

UMMS is required by the IRS to furnish all employees with a form W -2 for each calendar year. The form W-2 details the employee's compensation, tax withholdings and required disclosures for the year.

Please review the below business rules regarding consent or non-consent to going paperless for your W-2:

- An employee who consents to receive the Form W-2 electronically will not receive a paper copy (unless specifically requested).
- For the 2017 W-2 statement, an employee may make their electronic consent election through the end of calendar year 2017.
- For the 2017 W-2 statement, the deadline for an employee to withdraw their consent for online delivery is no later than the end of calendar year 2017.
- Please note that newly hired UMMS employees are not eligible to complete the consent process until they have received their first paycheck in the current calendar year.
- If an employee does not consent to receive an electronic version of Form W-2, Payroll will mail a paper W-2 no later than January 31, 2018 via the US Postal Service to the current address on record.
- Payroll will mail the W-2 form, using the US Postal Service, to the current address on record of those employees who have separated from the University.

Benefits of Receiving Form W-2 electronically:

- Earlier access to the Form W-2.
- No possibility an employee's Form W-2 might be lost, delayed or misplaced by the U.S mail service or by the employee, once received.
- Access is available at the same easy-to-use, secure website at which an employee can access his/her wage and general account information.
- Access can be attained even if the employee is not presently at his/her residence, for example, if participating in a study-abroad program.
- Multiple levels of security protect all information within the Employee Self Service System.

Please review and check all information as follows:

- Before printing the online version and attaching it to your tax return, you should take the time to ensure that all of the information is accurate to the best of your knowledge.
- It is important to review your current address on record in the HR Direct system to confirm your mailing address is updated and accurate.

Please follow the below instructions to consent and receive your W-2 electronically and/or view your W-2 statement online:

- **To consent to receive your W-2/W-2c electronically** and go paperless, log on to [HR Direct](#), and click on the NavBar located on the top right of the page. From the NavBar menu, click on "Navigator". Click on "Self-Service" and then "Payroll and Compensation". Then, click the "W2/W-2c Consent" link. Read the disclosure information on the Form and if you want to receive your W-2/W-2c electronically, check the "Consent" box and hit "Submit".
- [\*\*Click here to access the W-2 Consent Job Aid\*\*](#) that provides step by step instructions of how to consent to receive your W-2 electronically through HR Direct.
- **To view and/or print your W-2 statement**, log on to [HR Direct](#), and click on the NavBar on the top right of the page. From the NavBar menu, click on "Navigator". Click on "Self-Service" and then "Payroll and Compensation". Then, click the "View W-2/W-2c Forms" link. Use the "View W-2/W-2c Forms" page to view and/or print your forms.

Please contact Payroll at 508-856-5260, **option 4**, with any questions.



The last day for all employees to use their 2017 Personal Time is on **Saturday, January 6, 2018**.

Employees will be awarded their 2018 Personal Time on Tuesday, January 9, 2018 and will see the new time on their time-sheet on Wednesday, January 10, 2018.

Employees can access their timesheet through [HR Direct](#).

Job Aids as well as webinars and cheat sheets are available on the HR Direct website.

## New Manage and Lead Training Announced



### LAUNCH - Next Course in "Manage and Lead" Professional Development Program

HIRE Module, Part III

#### Class Name: HIRE Module, Part III - Understanding the January 1, 2018 Transition From Traditional to Competency-Based Job Descriptions at UMMS

As we have previously announced, the UMMS HR department will be moving from our current traditional job descriptions to competency-based job descriptions as per the new UMMS Competency Model that will be effective on January 1, 2018.

On January 1, 2018, UMMS managers will begin using the new electronic competency-based job description template for any new job description as well as begin the process of converting your current job descriptions to align with the new UMMS Competency Model. Therefore, it is very important that all managers who write job descriptions plan to attend this training to learn about the new UMMS Competency Model, understand how it will touch all aspects of your Human Capital planning, the resources that will be available and how to create these new competency-based job descriptions.

**As the new UMMS Competency Model will affect all UMMS staff, training will be provided for staff at a date TBD in late winter 2018 so they will have an opportunity to learn about the new model as well.**

For Part I of the HIRE module, you learned how to make the right hiring decision with confidence using the latest techniques in competency-based behavioral interviewing. Part II of the HIRE module, you learned the key to effective departmental onboarding and engaging your new hires. Part III will give you an overview of the new UMMS Competency Model and teach you how to write a competency-based job description.

**Topic Overview: Position Descriptions: Understanding the January 1, 2018 Transition From Traditional to Competency-Based Job Descriptions.** This module provides the information and understanding of how to successfully prepare and write a competency-based job description. The topics are:

- Review the basics of a competency-based job description
- Learn how to write a competency-based job description
- Understand how to identify the essential functions of the job as per the Americans With Disabilities Act (ADA)
- Review and learn how to use the new interactive electronic job description template and find out how the improved paperless process works
- Find out how to access information and resources at UMMS

**Audience:** All Managers/Supervisors whose responsibilities include writing job descriptions.

**Instructor:** John Roy, Director, Human Resources Compensation

**Prerequisite:** None

**Venue:** Classroom

**Timeline:** Offered twice a week; 90 minutes each class; classes begin December , 2017 through January, 2018

**Registration:** For more details and to register\* [click here](#).

\*Please note, when you register, you will need to access our UMMS intranet site.



MetLaw/Hyatt legal Plan Open Enrollment is **December 1 through December 31, 2017** for a January 1, 2018 effective date.

To enroll in the plan or terminate your coverage, please visit [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) or call 1-800-GET-MET8

(1-800-438-6388).

Click [here](#) to view the MetLaw flyer.

## REMINDER: HR Direct System Upgrade



UMass Medical School upgraded its HR Direct PeopleSoft application earlier this month.

This upgrade included a new navigation design on the HR Direct homepage making it a more user-friendly experience with less mouse clicks to get the desired end action item.

The upgrade features a number of enhancements which include:

- Tiles versus breadcrumbs
- Main menu drop downs moved to right side of screen
- Fewer navigation clicks
- Mobile interface for new paycheck view

Updated training materials are available on the HR Direct website at [www.umassmed.edu/hr/direct/job aids](http://www.umassmed.edu/hr/direct/job aids).

## Updating Beneficiary Information



Life goes by so quickly and we experience many changes in our lives. As these changes occur, it is worth considering how these changes impact your benefits and your beneficiaries.

It is important to review your beneficiaries for your life insurance and retirement accounts periodically and make any necessary changes.

If you wish to update your beneficiaries for life insurance plans, please email the Benefits Department at [Benefits.UMMS@umassmed.edu](mailto:Benefits.UMMS@umassmed.edu) or call Benefits at 508-856-5260, option 1, to request a beneficiary form. For your retirement accounts, beneficiaries can be updated directly with the retirement vendor.

## Giving Back for the Thanksgiving Holiday



The UMMS HR Department was excited to give back this year for the Thanksgiving holiday. HR organized two different Thanksgiving initiatives to help out a local community organization that supports others in need this Thanksgiving holiday.

The first initiative was to collect non-perishable food items and give them to the Worcester County Food Bank. There were many grocery bags filled by the HR Department to donate to this cause.



The second initiative was to collect money to buy turkeys for Thanksgiving. HR donated \$270 towards purchasing turkeys for the Worcester County Food Bank. HR purchased 24 turkeys at local grocery stores who graciously gave us a discount on the turkeys.

All items were donated to the Worcester County Food Bank to be given to families in need throughout Worcester County. To learn more about donating to the Worcester County Food Bank, click [here](#).

## Join the Talent Community

Don't forget to sign up and or share the [UMMS Talent Community link](#) with friends and family. Create a job profile and Submit to the UMMS Talent Community! Members will receive automatic email alerts with new job opportunities that match those job interests. Also, members will receive UMMS news updates. [Click here to join!](#)

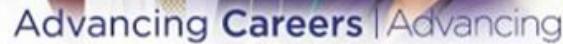
### Benefits for Candidates

- **Custom Job Match** - The UMMS Talent Community allows candidates to submit a job profile without applying for a specific job. It shouldn't take more than one minute for a candidate to create a profile. This allows individuals to receive the best possible position in accordance to their job interests.
- **Connects Candidate to UMMS** - The UMMS Talent Community allows candidates to be connected and receive automatic relevant email job alerts, communications and updates from UMMS. It provides the candidate insight into the UMMS culture.

### Benefits for UMMS

- **Constant Flow of Candidates** - Creating this community talent pool allows the UMMS Talent Acquisition team to have a constant flow of candidates that are available if needed. This Talent Community will allow UMMS the ability to draw from a pool of candidates that have an interest in UMMS and helps the institution fill current and future needs.
- **Identify Promising Prospects** - The standard process of hiring new applicants is often time restrictive. This can lead to candidates rushing into a decision and regretting it afterwards. Our UMMS Talent Community will help the UMMS Talent Acquisition team identify those prospects who are still developing but who have a promising career trajectory. The time given to members will allow them to research more about UMMS and creating a knowledge of what we stand for and hope to achieve that results in a better culture fit.
- **Connects Internal UMMS Employees** - The UMMS Talent Community allows internal UMMS employees to be connected and receive automatic job alerts and other job related news from UMMS. It will save UMMS employees the steps of accessing the UMMS internal job portal to review lists of open jobs. It also makes it easier for employees to share the job alerts with their own network of family and friends.
- **Time and Resource Savings** - The UMMS Talent Community is a completely automated tool that creates, generates and sends the email job alerts. The Community database pool is automatically created and accessible to the UMMS Talent Acquisition team. This completely automated tool provides the UMMS team a community database of job candidates and simultaneously saves the Team time and resources.

[Click here to join!](#)



Advancing Careers | Advancing 

## Human Resources Job Spotlight



Employee **referrals** are one of the most effective ways of finding **the best candidates for the job**. Therefore, we encourage you to please share these hot job opportunities with friends who may be a good fit for the job opening or who will forward the job description to their network of contacts. Thank you in advance for your support!

To apply for these jobs and/or to email the jobs to a friend, click on links below and then click on the "Refer a Friend" or the "Apply Now" button on the page.

[Leadership Giving Officer](#)  
[Major Gift Officer](#)  
[Assistant Director Career Development](#)  
[Contracts Administrator III](#)

Human Resources - Helping  Make a Difference in Everything We Do

UMass Medical School  
Department of Human Resources  
HR Phone: 508-856-5260  
HR Website: [umassmed.edu/hr](http://umassmed.edu/hr)  
HR Communications Email: [hr.communications@umassmed.edu](mailto:hr.communications@umassmed.edu)

