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Update Personal Information in HR Direct



As a UMMS employee, you have access to the UMMS Human Resources (HR) online self-service system, HR Direct, from your computer. It is important to update your information in HR Direct if there are any changes to your personal information such as your home address. Update your cell phone

number to receive campus-wide emergency notifications via text message. Also, you may view or reprint your W-2 online through HR Direct.

Access [HR Direct](#) and go to the "Self Service" navigation menu item. To update your personal information, go to the Main Menu, choose "Self Service" and then "Personal Information." On the Self Service landing page, you may access the W-2 link located in the Payroll and Compensation section to view your W-2 statement.

Temprite Temporary Hiring Service at UMMS



Temprite Temporary Hiring Service is a University of Massachusetts Medical School Human Resources Department service that provides temporary full-time and part-time staffing support to UMMS departments, UMass Memorial Health Care departments and other affiliates.

A Temprite Staffing Specialist will consult with you to understand your temporary staffing needs, and will then customize a search to find the right candidate to fill your temporary position. This allows you to devote more time to accomplishing your business goals by allowing us to do all the work it takes to source, screen, interview, and onboard the most qualified professionals for both your short and long term projects.

To learn more about Temprite Services: click [Temprite website](#) or [Temprite brochure](#).

For contact information: p 508-856-8402 | e Temprite@umassmed.edu

FY2017 Benefits Webinar - New!



Human Resources is pleased to offer you an additional resource to help you make your benefits decisions.

The **FY2017 Benefits Webinar** provides an overview of the UMMS benefits available to you as a benefitted new hire, or as an existing employee making changes to your University of Massachusetts Medical School benefits.

The webinar includes information on the following programs:

- Health Insurance (also includes Buy-Out option)
- Dental Insurance
- Vision Insurance
- UMass Sick Leave Bank (for non-unit, SHARE and NAGE employees)
- UMMS Health Care Spending Account
- UMMS Dependent Care Assistance Program
- UMMS Child Care Assistance
- Other UMMS Available Benefits (including mandatory retirement and voluntary benefits)

Each of the above sections is organized in an easy-to-follow format, with an icon which represents the type of information provided for each section:



Summary of the benefit option



Access links to the benefit information and details



Access links to enrollment forms, change forms and more

The webinar is a one-stop benefits resource, which will provide you with all of the information you will need to enroll in or make changes to your benefits. The webinar is approximately 20 minutes in length, and is self-paced, so you have the flexibility to view the entire presentation, or certain sections, as your schedule allows. Also, the webinar allows you flexibility to access it at work or at home.

Click [here](#) to view the FY2017 Benefits Webinar. The webinar is also located on the UMMS HR website in the Benefits section. On this page, you can also access other benefits guides and presentations, as well as quick links to various benefit programs.

If you have questions regarding benefits, please contact the UMMS Benefits Department at Benefits.UMMS@umassmed.edu or call (508) 856-5260, option 1.

HR Direct - Employee Self Service and Manager Self Service Trainings



The HR Direct website hosts Employee Self Service and Manager Self Service training job aids and online Webinars for Managers and Employees to support entering and approving time via HR Direct. Below are direct links to the trainings that are also available through the HR Direct website by clicking [here](#).

Manager Self Service Training Guide Webinar - Approval of Time, click [here](#).

Manager Self Service Approval of Time Process Cheat Sheet, click [here](#).

Employee Self Service Training Guide Webinar - Time Reporting, click [here](#).

Employee Self Service Time Reporting Process Cheat Sheet, click [here](#).

For more information about HR Direct, click [here](#).

Flu Shot Clinics at UMMS



With flu season just around the corner, we want to remind you that getting a flu shot each year is the best way to protect yourself against the flu. The UMass Medical School system-wide employee vaccination program has launched. For more information on the flu clinic schedule and to access the UMass Memorial Medical Center Immunization Policy, please see details below.

- **Policy:** UMMS supports the UMass Memorial Medical Center Influenza Immunization Policy. This season, flu vaccinations at UMass Memorial Medical Center will be provided in the same way as last year with support from UMMS. This year, those receiving flu shots **will receive a yellow sticker to apply to their identification badge** to indicate they have received the vaccine. To learn more, access the [Influenza Immunization Policy 5034 or the Policy Summary](#).

- **Benefits:** The flu vaccine is very effective and safe. The flu can result in serious illnesses such as heart attacks, strokes, or pneumonia. For the most updated information, visit: www.flu.gov

- **Participants:** UMass Medical School faculty, staff, and students. Flu shots will not be available at Employee Health Services.

- **Cost:** The flu shot is free.

- **Steps to Take if You Had Your Flu Shot:** If you have already received your flu shot from your own medical provider or walk-in clinic, please email documentation to: employeeflumailbox@umassmemorial.org. Once documentation is received, an identification sticker will be mailed to your home.

- **Flu Clinic Schedule (balance of dates):**

11/16 Schrafft Building/Charlestown
10:30 a.m. - 12:30 p.m.
Sullivan Square Conference Room

11/16 MassBiologics/Mattapan
2:00 p.m. - 4:00 p.m.
Research Administration Building, Rooms 1048 & 1049

- **Questions:** For clinic schedule questions, please email Kristin Mullins in Human Resources at Kristin.Mullins@umassmed.edu.

UMMS is Now Part of The Work Number



Buying a home? Purchasing or leasing a car? Verifying past employment? These life changes will require proof of your employment or income, and UMass Medical School provides a new service that can assist you in getting the information that you need.

UMMS has selected **The Work Number**, the nation's leading employment verification service, to securely and instantly provide the verifications you need to **Keep Life Moving**

Forward.

For proof of employment or income, provide YOUR CREDITOR (i.e. bank):

- UMass Medical school is part of The Work Number.

Access options for Creditors:

- www.theworknumber.com
- 1-800-367-2884
- UMass Employer Code: **18128**
- Your Social Security Number

To retrieve an Immigration Support Letter, YOU need to:

- Access www.theworknumber.com or call 1-800-367-2884
- Select **Employee** Option and then **Login**
- UMass Employer Code: **18128**
- Your User ID (User ID is your SSN-9 digits, no dashes, no spaces)
- Your PIN*
- Select **Immigration Verification** Option from **Employee** Menu
- Click on **Get Verification** button, **Print** and **Logout**

**If this is your first time setting up a PIN, use the last four digits of your SSN, followed by your birth year. You will need to change your PIN at that time.*

Click [here](#) for more information on The Work Number.

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.

[Senior Manager, Conflict of Interest Compliance](#)
[Research Nurse Coordinator](#)
[Specialist, Educational Iii](#)
[Equipment Maintenance Tech, Lead](#)

Human Resources - Helping  Make a Difference in Everything We Do

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