

## In This Issue - Click on Topic Below to Access Article or Scroll Down

[Inclement Weather Policy](#)

[W2 Year End Tax Reminders](#)

[Deadline to Use Your Personal Time](#)

[Updating Beneficiary Information](#)

[Learning and Development Metrics](#)

[New Manage & Lead Training](#)

[Join the UMMS Talent Community](#)

[HR Job Spotlight](#)

## Quick Links

[HR Landing Page Website](#)  
[Contact Us - HR Department](#)  
[HR Direct](#)  
[Course Offerings Website](#)  
[Senior Diversity Recruiter](#)  
[Executive Recruiter](#)  
[Assistant Director, Graduate Medical Education](#)  
[Disability Reviewer II](#)  
[Clinical Director](#)

## Inclement Weather Policy



In preparation for the winter season, please review the following:

1. Familiarize yourself with the UMMS Inclement Weather/Severe Conditions Policy Number 06.05.08, found in the Policies and Procedures section of the UMMS Website. Click here to access the [Inclement Weather](#)

[Policy](#) and/or click on the [Inclement Weather Guidelines](#) for a summary.

2. To determine if UMMS has closed or delayed any of its UMMS Worksites as a result of inclement weather or other severe conditions:

- Phone the UMMS Worcester Campus "Weather Information Line" at 508-856-4000;
- Check the UMMS home page at [www.umassmed.edu](http://www.umassmed.edu) and click "Weather" under "Campus Status;"
- Check for a global email if you have remote access to the UMMS network;
- Check with your manager regarding your specific worksite: or
- Follow @UMassMedical on Twitter.

3. UMMS may cancel classes for students without closing the campus. Announcements regarding cancelled classes at the Worcester campus do not necessarily mean that the campus is closed or that employees should not report to work as scheduled.

In the event that Governor Baker declares "a state of emergency," in a particular area, please call the UMMS Weather Information Line or check the UMMS home page to determine if UMMS has closed or delayed any of its worksites.

If a UMMS worksite is not closed or delayed, everyone is expected to report to work. Anyone who makes the decision not to report to work must use their accrued vacation or personal time or compensatory time, if applicable.

As the various UMMS sites and campuses may experience different weather conditions; the decision to close a site, campus or activity will come from campus-related personnel in coordination with Worcester. Please refer to the policies related to your specific site for the communications process.

Union employees should refer to their contract, if appropriate, on this subject.

## W-2 Year End Tax Reminders



The New Year is almost here. Please take action on the items below to help you prepare for tax season.

### Review and Update your Personal Information in HR Direct

It is important to review your personal information on record in the HR Direct System to confirm your mailing address is updated and accurate.

- To review your personal information and mailing address, 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 "Personal Information". Then, click the "Personal Details" to validate that your mailing address is accurate. If corrections are needed, please make the edits and save the corrected information.
- [Click here to access the W-2 Consent and Update Personal Information Job Aid](#) that provides step by step instructions of how to review and edit your personal information in HR Direct.

### Go Paperless with your W-2 Statement

UMMS employees may 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.

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

- An employee who consents to receiving the Form W-2 electronically will not receive a paper copy.
- For the 2019 W-2 statement, an employee may make their electronic consent election through the end of calendar year 2019.
- For the 2019 W-2 statement, the deadline for an employee to withdraw their consent for online delivery is no later than the end of calendar year 2019.
- Please note that newly hired University 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, 2020 via the US Postal Service to the current address on record.
- Payroll will mail form W-2, using the US Postal Service, to the current address on record of those employees who have separated from UMMS.

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 web site 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.

Employee Next Steps:

- Please follow the below instructions to consent to receive your W-2 electronically:
  - 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 and Update Personal Information Job Aid](#) that provides step by step instructions of how to consent to receive your W-2 electronically through HR Direct.

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

## IRS Tax Withholding Calculator

There is a federal Internal Revenue Service tax withholding calculator available for you to use. Employees may use the calculator to see if they are having the appropriate amount of federal tax withheld, based on recent the changes to tax law for 2018 and beyond. Withholding too little may mean employees will need to pay more than was withheld when filing federal taxes in 2020 for 2019 earnings and may incur penalties.

Employees can find the withholding calculator on the IRS website at <https://www.irs.gov/individuals/irs-withholding-calculator>

UMass Medical School employees are encouraged to discuss potential impacts with their tax preparer or personal accountant.

To change the amount of tax withheld from your pay, visit the UMMS W-4 tax information page through Employee Self-Service in [HR Direct](#).

## REMINDER: Deadline to Use Your Personal Time



The last day for all employees to use their 2019 Personal Time is on **Saturday, January 4, 2020**.

Employees will be awarded their 2020 Personal Time on Tuesday, January 7, 2020 and will see the new time on their time-sheet on Wednesday, January 8, 2020.

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

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

## 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.

## Learning & Development Metrics

This past Spring, UMMS Learning & Professional Development offered **Accountability in the Workplace** training to all employees. Below are metrics from the training:

- This class received great feedback with **95%** of managers saying, "they gained the knowledge and/or skills from the training to understand what Accountability is in the workplace".

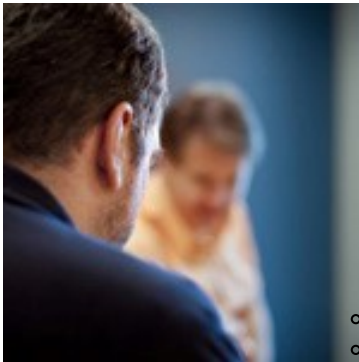
The **Initiative in the Workplace** development class was offered this summer to all employees. Below are metrics from the training:

- The Initiative in the Workplace development class received great feedback with **91%** 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](#).



### New Manage and Lead Professional Development Training Announced



We are pleased to announce the following course offering from our professional development Manage and Lead program:  
**Immigration Compliance.**

In order to be successful at hiring foreign nationals, managers need to understand how the immigration landscape is changing who and how UMMS hires foreign nationals. As a manager, it is important to know the immigration visa status categories and hiring processes at UMMS. This course will familiarize you with Immigration Compliance. After this course, you will be familiar with the following:

- Understand the Immigration Basics and Processes
- Understand the Considerations When Hiring a Foreign National
- Review the Lead Time Needed to Hire a Foreign National and Costs

to Sponsor a Visa

- Learn the Different Visa Status Categories used for Working at UMMS
- Identify Who and How to Sponsor a Green Card
- Understand How the Immigration Landscape has Changed and UMMS HR Compliance Efforts to Deal with those Changes
- Learn the UMMS Competencies Demonstrated with Understanding Immigration Services Office (ISO) Compliance

**Audience:** Managers that hire foreign nationals (**please feel free to bring other colleagues that are involved with hiring foreign nationals**)

**Instructors:** Vanessa Paulman, Director, Immigration Services

**Prerequisite:** None

**Venue:** Classroom

**Timeline:** Offered weekly and sessions start November 14th; 2 hours each class

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

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

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!](#)

### 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 Diversity Recruiter](#)

[Executive Recruiter](#)  
[Assistant Director, Graduate Medical Education](#)  
[Disability Reviewer II](#)  
[Clinical Director](#)

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)