



HR Capsule

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Nursing Job Fair in February



UMMS is sponsoring a Nursing Job Fair with on-site interviews for candidates interested in the multiple nursing positions including:

- Nurse Reviewers
- Registered Nurse Team Leads
- Appeals Nurse Reviewer
- Pediatric Nurse Case Manager
- RN Associate Director

Date: Tuesday, February 2nd & Thursday, February 4th

Locations: 1:00 p.m. to 6:30 p.m. at 333 South Street, Shrewsbury, MA.

To share with a friend or to view job postings, click [here](#).

W-2s Now Available Online



HR Direct Self-Service has been updated with the W-2s for 2015. You can now download and print your W-2 directly from HR Direct. A copy of your W-2 will also be mailed to your address in HR Direct.

The benefit of having access to your W-2 statement online enables you to receive the online statement earlier compared to when you might receive it by mail. This will allow you to process your taxes faster.

Steps to Access Your W-2 Online

- 1) Log into HR Direct by clicking [here](#).
- 2) Then go to the Main Menu, click Self Service, then Payroll and Compensation, and then View "W-2/W-2c" Forms
- 3) Input Last 4-Digits of SSN
- 4) Select "Year End Form" and you will be able to access a PDF of your W-2

UMMS Human Resources Year in Review



The Human Resources (HR) Department projects during the past year focused on providing quality customer service and continuous process improvement for employees throughout UMass Medical School. Below is a look back at some of the milestones HR reached this past year.

Rebranding of Employee Relations: The UMMS HR brand identity is crucial for our efforts to hire, retain top talent and take care of our employees. As a part of this initiative, we rebranded our HR Business Partner Group into our new HR Office of Employee Relations. This change enabled us to better assist our employees while taking advantage of our expertise. Also, as a part of this initiative, the new HR Office of Employee Relations developed and implemented new employee and manager services including a formalized New Hire Check In Service and Exit Interview Service to support retention initiatives. To access an overview of the Office of Employee Relations' roles, responsibilities, services, resources and contact information, take a look at the [Human Resources Office of Employee Relations brochure](#).

New Hire Onboarding Website Launch: The HR Onboarding Team rolled out the "Onboard at UMMS" website. The "Onboard at UMMS" website provides a mobile-friendly ongoing resource for new hires to access all the information and tools they need, all in one place. The website provides guides, tools and content for how to maximize your first six months on the job including links to professional development and other training resources. A new hire can access pay stub information, benefits website, facility information, network ID/systems access and a lot more. New and current employees can access the New Hire website by clicking [here](#).

Sunapsis Implementation: An evolving immigration climate in the U.S. imposes new regulatory requirements, stricter security measures, increased scrutiny and higher stakes. UMMS HR has taken the lead across the University of Massachusetts system and responded with a robust immigration database called Sunapsis, which moves us into the modern era of compliance, security and productivity. Sunapsis allows for more accurate data, faster processing and better tracking systems that ensures stronger compliance, better customer services and more efficient processes. To learn more, click [here](#).

New Career Website Launch: The new Career website launched making searching for current job postings and applying for jobs easier than ever. The website's exciting new enhancements and features included HR branding, "Job Search" interface and functionality, LinkedIn functionality and other social media tools, employee testimonial page/videos and UMMS, CWM and MBL web pages. The website's new enhancements are a powerful means of giving job seekers a better insight into our people, workplace culture and job openings. Ultimately, our redesigned career website showcases us as an employer of choice for potential job candidates. To search current job openings, click [here](#).

Hiring Lead Time Initiative: The HR Talent Acquisition team launched a strategy to market and sponsor more career fairs that has enhanced the job sourcing pipeline and led to a reduction in cycle time for hiring and filling jobs. HR marketed numerous job fairs in the marketplace to attract top talent for open positions including Nursing, Pharmacy Technicians and more. To search current job openings, click [here](#).

Open Enrollment Benefits Campaign: UMMS offers employees a large selection of health plans - a total of 12 plans including two dental plans, a voluntary vision plan and several other voluntary benefits. This year, HR conducted a successful open enrollment campaign that allowed employees to update and change plans. Open enrollment dates for the upcoming year will be announced soon and employees will have the opportunity to make any necessary changes to their benefits options. For more information, click [here](#).

MarketPay Implementation: The HR Compensation team implemented MarketPay, a real-time market pricing system that streamlines compensation survey participation and analysis. What was once a manual process is now an automated, online process that collects, compiles and reports on market data more efficiently, timely and completely. Also, MarketPay includes metric tools such as survey instruments to measure effectiveness. To learn more, click [here](#).

New Hire Surveys: As a part of our new hire process, we invited new hires to take a **New Hire Onboarding Survey**. We asked our new hires for their feedback on the experiences they've had in their first few months; including the recruitment and hiring process, orientation and their thoughts on how things have been for them thus far at UMMS. HR used the survey feedback to further shape HR programs and improve UMMS new hire procedures. HR is committed to making the transition for new employees as easy and seamless as possible.

New Hire Managers Surveys: As a part of our sourcing, recruiting and new hire process, we invited UMMS hiring managers to participate in our new **Hiring Manager Recruitment Satisfaction Survey**. We asked managers for candid feedback on the experiences he/she have had during their hiring process; including the sourcing, recruitment and selection of the final candidate, and generally, how things went while working with our Talent Acquisition Team. HR used the information to further shape HR programs and improve UMMS recruitment processes where possible.

Updated Policies: With the recent Federal and State updates, HR brought the UMMS Family and Medical Leave Act Leave Policy (FMLA), UMMS Massachusetts Maternity Leave Act/Parental Leave Policy (MMLA) and the UMMS Leave of Absence Policy (LoA) into compliance. Click [here](#) to access the new UMMS Family and Medical Leave Act policy, click [here](#) to access the new UMMS Massachusetts Maternity Leave/Parental Leave policy, and click [here](#) to access the new UMMS Leave of Absence policy.

New IRS Tax Forms Coming as Part of Affordable Care Act (ACA)



With most provisions of the ACA (Affordable Care Act) already in implementation, employees will be receiving new forms as part of the ACA. These forms are required to be sent to employees as part of the ACA.

Form 1095-B:

- Sent out to employees who were enrolled in health insurance through the GIC (Group Insurance Commission) in calendar year 2015
- Sent to employees by the GIC or their health plan by mid-February 2016
- IRS document that shows you had health insurance coverage considered Minimum Essential Coverage during the last tax year
- Questions regarding this form can be directed to the GIC at 617-727-2310

Form 1095-C:

- Sent to employees who are determined to be full-time employees of the Commonwealth under the ACA rules (i.e. those who work an average of 30 or more hours per week) and therefore, eligible for health insurance under the ACA
- Sent to employees by the Commonwealth of Massachusetts by early February 2016
- Form provides information about the offer of health insurance coverage if you were a full-time employee
- Questions regarding this form can be directed to ACA@umassp.edu or Benefits.UMMS@umassmed.edu

Form 1099-HC:

- Sent out to employees who were enrolled in health insurance through the GIC in calendar year 2015
- Sent to employees by the health insurance plan and the form has already been mailed
- Form shows if you had health insurance coverage considered Minimum Essential Coverage during the last tax year as a **Massachusetts** adult resident
- Form provides information you will need to fill out for your state income tax return
- Questions regarding this form can be directed to the specific health insurance plan and the phone number for the health plan can be found on the back of the insurance card

For the 1095-B Form FAQS, 1095-C Form FAQs, ACA Glossary, and ACA FAQs, access the **Quick Links** on the main page of the [Benefits website](#).

Wellness Benefits



Now that the New Year is underway, many employees have made resolutions to improve their health and wellness. UMMS is committed to helping employees achieve their health and wellness goals. There are many options available for employees to take advantage at both work and outside of work.

Each health plan option at UMMS offers discounts for gym memberships. Review your benefit information [here](#) to take advantage of the health and wellness benefits offered to employees.

In addition to the health and wellness benefits offered through UMMS health plans, many UMMS locations have a gym available to employees. UMMS has six fitness centers - one located at the main campus at the Albert Sherman Center (ASC3.1020); one at the South Street Campus (Shrewsbury), and four in the Boston area (Boston, Charlestown, Mattapan and Quincy).

There are also indoor and outdoor walking/jogging routes mapped out. Click [here](#) for more information.

Upcoming English as a Second Language Classes



The following culturally immersive English as a Second Language (ESL) courses are offered in partnership with Literacy Volunteers of Greater Worcester. Classes cover listening skills, pronunciation, vocabulary building, conversational English and integrating ideas/American lifestyles as well as opportunities for social interaction.

The classes offered include:

- **Professional Conversation:** Tuesdays, 6:00 p.m. - 8:00 p.m., starting on January 19, 2016 and ending April 12, 2016, Room #S2-351, Main Campus, Worcester. [Register here](#)
- **Modern American Discourse:** Wednesdays, 6:00 p.m. - 8:00 p.m., starting January 20, 2016 and ending April 6, 2016, Room #S2-351, Main Campus, Worcester. [Register here](#)

Professional Conversation: Students will engage in readings and discussions designed to enhance their English in professional settings. Each week will feature the study of an intermediate/advanced grammar topic and vocabulary based around U.S. culture and current events. The class will cater to students' particular interests and needs.

Modern American Discourse: Students will gain confidence in their ability to converse in English by building vocabulary, learning idioms and improving pronunciation while reading aloud and discussing texts centered on American culture, traditions and current affairs. Individual retention of material will be reinforced through practical exercises and role-playing activities. Class work will be geared towards student's language needs and any cultural questions that may arise.

To learn more about the classes, click [here](#).

Upcoming Diversity & Inclusion Office Events



As the Commonwealth's first and only public academic health science center and the largest non-for-profit health care system in Central Massachusetts, diversity is inherent in our UMMS mission and integral to our identity. The multiculturalism of the patients we serve, our diverse faculty, staff and student body, and the diverse communities we are part of, create unique opportunities for leveraging our differences as fundamental to our institution's excellence. Our work is a global effort enhanced by the great diversity of the local and regional communities in which we live and serve.

The following events are sponsored by the Diversity & Inclusion's Office:

Monday, January 18 through Friday, February 12, 2016

[Dress for Success 4th Annual Clothing Drive](#)

Time: All Day

Location: Click the link above for drop off locations

The Professional Women's Committee is proud to sponsor a clothing drive to benefit Dress for Success Worcester. The mission for Dress for Success is to promote the economic independence of disadvantaged women by providing attire, a network of support and the career development tools to help women thrive in work and in life. Help support this mission by donating your fabulous suits and other professional apparel. This is a great time to reorganize your closets and make room for your Spring wardrobe!

Thursday, February 25, 2016

[Boutique Clothing Sale](#)

Time: 10:30 a.m. - 2:00 p.m.

Location: South Street Cafeteria, 333 South Street, Shrewsbury, MA

Shopping at the South Street Boutique has never been easier and more affordable. Only \$5.00 per item. Boutique Clothing Sale proceeds to benefit Dress for Success Organization. For more information, click [here](#).

Monday evenings, January 25, 2016 through March 7, 2016

[Mindfulness@Work](#)

[Learning to be Mindful in the Workplace](#)

Time: 6:00 p.m. - 7:00 p.m.

Location: Center for Mindfulness, Hoagland-Pincus Building, 222 Maple Avenue, Shrewsbury, MA

Mindfulness@Work™ is a six session course designed to teach you a wide range of mindfulness skills aimed at enhancing attention, concentration, productivity, communication, mastery and self care. Through experiential exercises, didactic presentations, and interactive group formats, participants will systematically explore the application and integration of mindfulness practice at work and in everyday life.

Made clear and pragmatic through direct experience, Mindfulness@Work™ optimizes your own inner resources for learning, growing, healing and for integrating mindfulness into the workplace.

For more events, click [here](#).

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.

[Research Associate I - Molecular Medicine](#)
[Senior Healthcare Analyst](#)
[Outreach Pharmacy Technician](#)

Human Resources - Helping



Make a Difference in Everything We Do

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