

# *The University of Kansas Medical Center*



*Welcomes You!*

Welcome to the University of Kansas Medical Center! We are pleased that you made the choice to join us and we look forward to working with you as a member of our team. Because we believe that it is important to provide you with a smooth transition to your new position with KUMC, we've prepared this packet to assist you in getting started in your career here.

Your orientation to the Medical Center consists of four components. Before you fulfill these four requirements, you will need to complete your I-9 paperwork with the Employment Office in 1044 Delp. Once you have done this, the first part of New Employee Orientation is our Meet & Greet where you will be given pertinent information about KUMC and benefits available to employees. The program includes a continental breakfast, introductions and a film about the history of KUMC. In this packet you have a Parking Map and Temporary Parking Flyer. Please use this flyer to park on your first day in one of our Yellow Parking Zones. Also in this packet is a checklist of all the requirements to be completed. Please note that the New Hire Forms must be submitted within 3 days of your start date.

The second part of orientation will be completed online and to do that, please access the internet and enter this URL address: <http://www2.kumc.edu/hr/orientation/oMain.html>. Select the "Welcome" button and complete the Online HR Orientation. It is important for you to familiarize yourself with this information quickly. This is where you will access the required New Hire Forms you need to complete within 3 days of your start date. If you do not complete these forms on time, your first paycheck may be delayed.

The third part of orientation is the compliance training which is also completed online. All online portions of orientation must be completed within 30 days of your start date. You will receive your online user name and password when you arrive on campus so that you may access the compliance training modules through <https://my.kumc.edu>. Please select the "Training" link, then "Chalk Online Training." The following modules are listed under your REQUIRED annual training:

- Computer Security Awareness Training
- Environment, Health & Safety Tutorial
- Respect in the Classroom and Workplace: Preventing Prohibited Harassment
- Workplace Violence Training
- Conflict of Interest Report form (Unclassified employees)

As a new employee you are also required to complete the training module under Additional Training:

- KUMC Policies for New Employees

The final part of New Employee Orientation is an appointment with the Occupational Health Clinic. All new employees are required to visit the OHC within two weeks (10 working days) of the date of hire for a health screening. To schedule your new employee evaluation, please contact the OHC at 588-6512.

We are looking forward to meeting you in our Meet & Greet. If you have questions, please contact me at 913-588-5050 or [lkern@kumc.edu](mailto:lkern@kumc.edu).

Lisa Kern, Learning & Development Specialist



# NEW EMPLOYEE CHECKLIST

Use this checklist as a reminder of activities to be accomplished and documents to be submitted within the deadlines listed. When each item is completed, place a checkmark in the left-hand column. Please keep for your records.

✓	Items To Complete:	Contact Information
	1. I-9 requirements complete and Employee ID badge obtained. <b>Deadline:</b> The I-9 form must be completed in the HR Employment Office <u>no later than the first day of employment.</u>	Employment Office 1044 Delp 913-588-5086 Hours: 8a-4:30p
	2. New Hire Packet complete: <a href="http://www2.kumc.edu/hr/hrpay/nhf_new_hire_forms_index.html">http://www2.kumc.edu/hr/hrpay/nhf_new_hire_forms_index.html</a> . Completed forms should either be delivered or mailed to the Employment Office at 1044 Delp, MS 2033. <b>Deadline:</b> Complete within your <u>first 3 days of employment</u> . By not completing this within the deadline, you may run the risk of your first paycheck being delayed.	Human Resources Jecarma Allen 913-588-5099
	3. "Meet & Greet" - KUMC Drug Free Policy Substance Abuse Affirmation form completed. <b>Deadline:</b> Complete within first 30 calendar days of employment.	HR Learning and Development Lisa Kern 913-588-5050
	4. Benefits paperwork completed and submitted. <ol style="list-style-type: none"> <li>a. Optional Group Life</li> <li>b. Health Insurance</li> <li>c. Flexible Spending Account</li> </ol> <b>Deadline:</b> Complete within first 30 calendar days of employment.	Benefits Office 1044 Delp 913-588-5087 Hours: 8a-4:30p
	5. Compliance training: ( <a href="https://my.kumc.edu">https://my.kumc.edu</a> ) This can be accessed by selecting the 'Training' link, then 'Chalk Online Training' on the mykumc portal. The list of the following modules are listed under REQUIRED annual training: <ol style="list-style-type: none"> <li>a. Computer security awareness training</li> <li>b. Environment, Health &amp; Safety Tutorial</li> <li>c. Respect in the Classroom and Workplace: Preventing Prohibited Harassment</li> <li>d. Workplace Violence Training</li> <li>e. Conflict of Interest Report form - <i>Unclassified employees only</i></li> </ol> Under ADDITIONAL training: <ol style="list-style-type: none"> <li>f. KUMC Policies for New Employees</li> </ol> <b>Deadline:</b> Complete within first 30 calendar days of employment.	Compliance Office 1040 Wescoe 913-588-1206
	6. Online HR Orientation: ( <a href="http://www2.kumc.edu/hr/orientation/index.html">http://www2.kumc.edu/hr/orientation/index.html</a> ) <b>Deadline:</b> Complete within first 30 calendar days of employment.	HR Learning and Development Lisa Kern 913-588-5050
	7. Occupational Health Clinic requirements complete. <b>Deadline:</b> Complete within first 10 working days of employment.	OHC Office G110 Delp 913-588-6512
	8. Parking permit obtained <b>Deadline:</b> No deadline enforced.	Parking Services Support Services 2100 W. 36 <sup>th</sup> Ave. Room 115 913-588-5175



Federal Law requires that all employees complete the I-9 Form no later than the first day of employment. Please view the List of Acceptable Documents below. To comply, you will need to bring one document from List A, or one document from List B and one document from List C to the Human Resources Employment Office, located at 3901 Rainbow Blvd., 1052 Wescoe. Once completed, you will then receive your University of Kansas Medical Center ID Badge.

### LIST OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
U.S. Passport or U.S. Passport Card		Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address		Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
Permanent Resident Card or Alien Registration Receipt Card		ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address		Certification of Birth Abroad issued by the Department of State
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		School ID card with a photograph		Certification of Report of Birth issued by the Department of State (Form FS-545)
Employment Authorization Document that contains a photograph (Form I-766)		Voter's registration card		Original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
In the case of nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		U.S. Military card or draft record		Native American tribal document
Passport from the Federated State of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		Military dependent's ID card		U.S. Citizen ID Card (INS Form I-197)
		U.S. Coast Guard Merchant Mariner Card		Identification Card for Use of Resident Citizen in the United States (Form I-179)
		Native American tribal document		Employment authorization document issued by the Department of Homeland Security
		Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above: - School record or report card - Clinic, doctor or hospital record - Day-care or nursery school record		



## **Network and email account information for new KU Medical Center staff and faculty**

The Department of Information Resources (<http://www2.kumc.edu/ir>) welcomes you to KU Medical center.

All new employees receive a network username and password and a KUMC email address. For security reasons, we cannot send this information through the mail or by unencrypted email. Please contact your department to receive your username, password, and email address.

Once you have your username and password you will have immediate access to GroupWise and the KUMC network. You will also be able to access myKUMC (our campus portal). myKUMC provides access to any online training you may need to complete as well as the ability to change your network password.

You should change your password immediately upon receiving it. Access myKUMC by pointing your browser to <https://my.kumc.edu/>. Under the "Computing" tab in myKUMC select the 'Change your network password link'. Follow the on screen instructions to change a password. After using myKUMC, click the 'Logout' button and close all web browser windows.

Your password provides access to sites which contain personal and confidential information. Do not share your password with anyone!

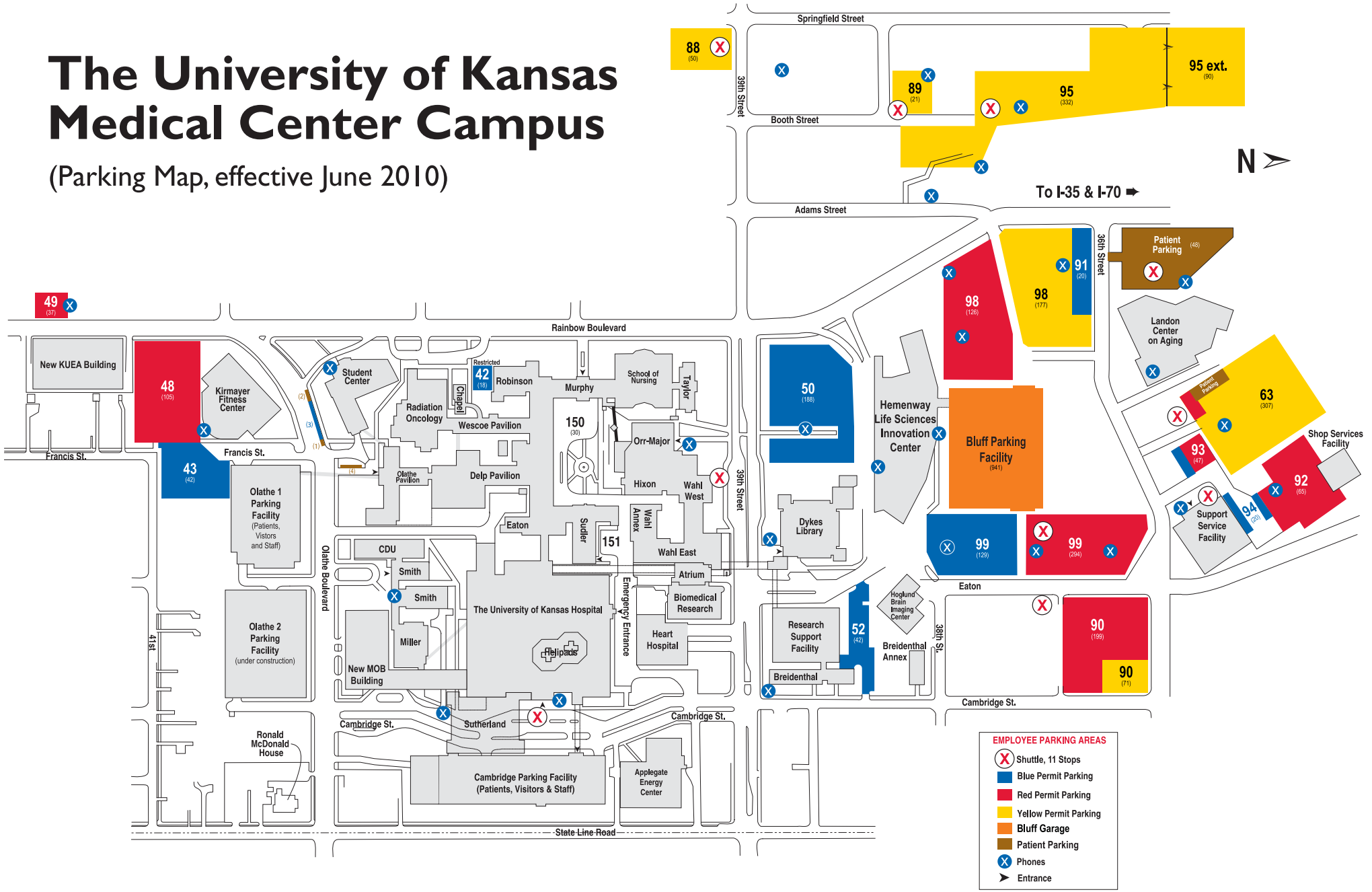
3-10 working days after orientation, you will see additional resources in myKUMC including benefits information, leave information, and payroll information. Every 2 weeks you will receive your paycheck advice ("pay stub") through myKUMC 2-3 days before the scheduled pay date (2-3 days before the actual deposit of your paycheck into your bank account).

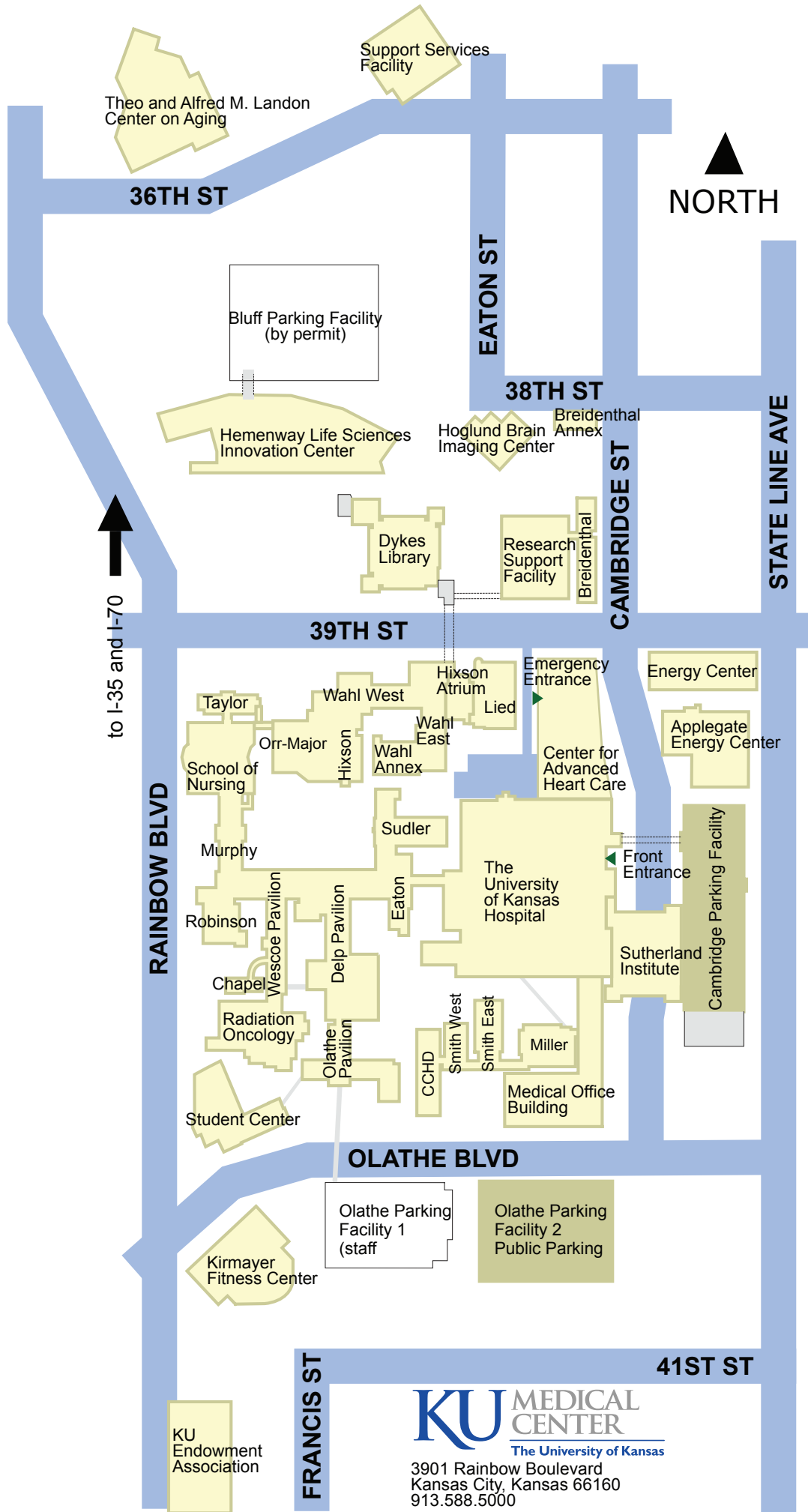
If you are unable to access myKUMC or if you have any other questions, please contact Customer Support at 913-588-7995.

James Bingham  
Associate Vice Chancellor for Information Resources  
Chief Information Officer

# The University of Kansas Medical Center Campus

(Parking Map, effective June 2010)

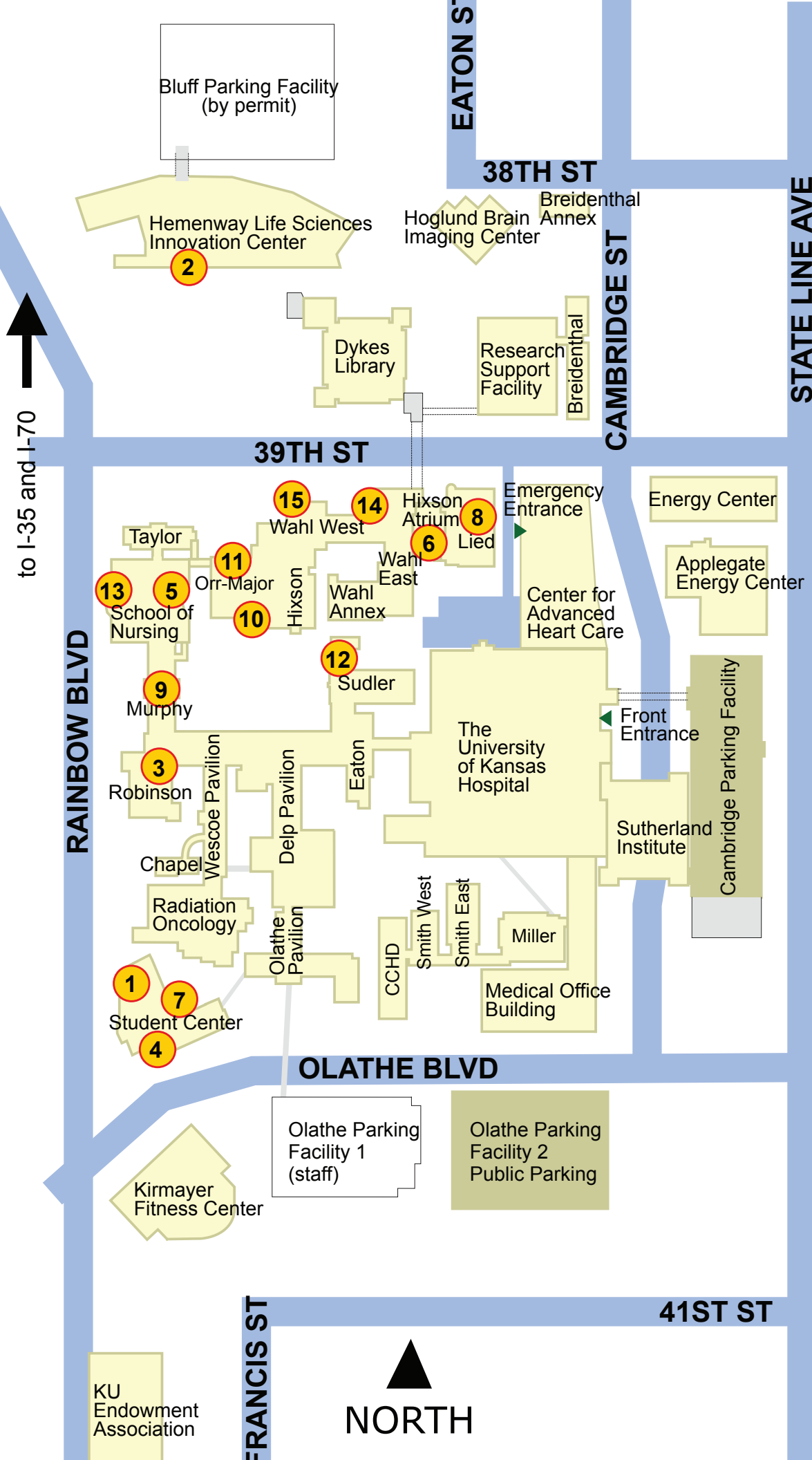




to I-35 and I-70



**KU MEDICAL CENTER**  
 The University of Kansas  
 3901 Rainbow Boulevard  
 Kansas City, Kansas 66160  
 913.588.5000



**Auditoriums and Public Meeting Locations**

- 1. Battenfeld**  
1003 Student Center
- 2. Beller Conference Center**  
1st floor, The Robert E. Hemenway Life Sciences Innovation Center
- 3. Clendening**  
2004 Robinson
- 4. Francisco Lounge**  
ground floor, Student Center
- 5. G013 School of Nursing**
- 6. Hixson Atrium**  
G040 Lied
- 7. Kansas Room**  
1014 Student Center
- 8. Lied**  
G032 Lied
- 9. Murphy Lobby**
- 10. Rieke**  
B008 Orr Major
- 11. Stoland Lounge - Orr Major**  
B004 Orr Major
- 12. Sudler**  
3015 Sudler
- 13. Varnes Center**  
4016, 4024 School of Nursing
- 14. Wahl East**  
G010 Wahl East
- 15. Wahl West**  
1006 Wahl West



3901 Rainbow Boulevard  
Kansas City, Kansas 66160  
913.588.5000

08-17-2011

to I-35 and I-70

NORTH