

Patient Care & Ancillary Department EDB Center Guidelines

10920 Wilshire Blvd., Ste. 400, MC 166446

Guideline for Managers/Supervisors/Dept. Contacts

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Responsibilities:

1. Responsible for implementing the following EDB on-line personnel transactions:
 - New Hires/Rehires
 - Terminations/Separations
 - Transfers
 - Promotions/Demotions/Lateral/Reclasses
 - Leave of Absence/Disability/Workers' Comp
 - Manual merit increases
 - Equity/Exceptional increases
2. Will perform employee benefit counseling
3. Service Credit Verification Liaison
4. Payroll Liaison

Procedures:

New Hire/Rehire (IGreentree System)

1. You or your department designee will complete the online job requisition form and position control page (through the IGreentree System) for your open position. Replacement positions are sent to budget for review and all new positions go through the Staffing Resources Committee (SRC), which meets on Thursday's. Once the requisition has been approved your Staff Recruiter will forward applications for your consideration. After you have identified a candidate for your open position, the following need to be done immediately:
 - Contact your Human Resources Staffing Recruiter to close your requisition.
 - Send your candidate to Human Resources Staffing or Security Office as soon as possible for livescan or fingerprinting process (background check can take 48 hours or more).
 - Contact Occupational Health (OHF) for an immunization review and physical examination appointments.
 - Notify your Personnel Representative (PR) in advance by submitting an EDB Transaction form (EDB TRF) regarding your candidate and make sure to include the following information:
 - Date of Birth (to schedule for Hospital Orientation)
 - E-mail address of employee if available
 - Work Location (building address, room # and mail code)
 - WPS/HBS information (group number and primary and back up approvers)
 - Job Requisition #

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- Whether background check was completed and date it cleared
 - Dates and times for OHF appointments
 - Approval signature typed in the “Approved by” field.
2. Along with the EDB TRF, you must submit the copy of approved job requisition, original job application and resume.

Termination from the University

As soon as you receive a letter of resignation from your employee, please forward a completed EDB TRF along with a copy of the resignation letter. The separation must be entered in the EDB system at least 3 days before the separation date. Furthermore, the final time sheet must be submitted to your Hospital Payroll representative at least 3 days before the separation date for timely processing of the employee’s final check. Ask the employee to project future hours if necessary.

Please advise your employee to call us and make an appointment to complete the exit paperwork. Make sure to collect their I.D. Badge, parking permit, card key, department keys, uniforms, locker information and other items specific to the department.

Transfers

1. If you are hiring an employee from another department, please forward a completed EDB TRF along with a copy of the approved job requisition (or job requisition profile from Human Resources Staffing), original job application and resume. If the employee is coming from School of Medicine, Dept. of Medicine, or other campus departments, make sure the employee has had a physical and a recent TB test with OHF. Make an appointment with OHF if these have not been completed. Also, ask the employee if he attended the hospital orientation for new employees before. If not, enroll him on the next available orientation. Your personnel representative can also schedule this for you. We would appreciate it if you would include on the EDB TRF the former personnel contact name and number for our information.
2. If one of your employees is transferring to another department, please specify in the Comment section of the EDB TRF the last day the employee is on pay status or last day worked in your department and the name of the department he/she is transferring to.

Reclassification/Equity Increase/Exceptional Increase

1. **Reclassification:** submit a completed Request for Reclassification form along with the job description and justification to your Department Head and COO (or the appropriate Sr. Executive Manager) for their approval. Thereafter, the request should be forwarded to Compensation for final approval (either to Suzanne Thut or Maure Gardner’s attention). ****NOTE: For those of you who are under COO, Amir D. Rubin, please forward your request to his assistant only, Marina Sheinberg. Include in your e-mail the Compensation Representative’s name to which Marina can send the approved request.**
2. **Equity or Exceptional Increase:** You may e-mail your request for equity or exceptional increase directly to Compensation. Prior the submission to Compensation, your Department Head and COO (or appropriate Sr. Executive Manager) should approve it.

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Once your request for a reclass, equity or exceptional increase has been approved, a Compensation Representative will notify you by e-mail and “cc” your Personnel Representative for processing. ***There is no need to submit an EDB TRF to your Personnel Representative*** since the e-mail from Compensation will suffice. As soon as these transactions are processed in EDB, your PR will inform all the corresponding parties by e-mail.

Promotions/Lateral/Demotions within the Department

Submit a completed EDB TRF along with a copy of the approved job requisition (or profile) from Human Resources Staffing.

Medical Leave of Absences

We must be informed at least 2 weeks prior to start of leave of absence by the supervisor, manager or department head. Upon notification by the employee, **please advise he/she to make an appointment with his/her Personnel Representative for counseling and completion of paperwork as soon as possible.** The employee will be asked to bring his/her latest Accrual Activity Slip with him/her on the day of his/her appointment. Employees are always welcome to make an appointment with their Personnel Representative for an information session or to acquire materials to review ahead of time.

Workers’ Compensation

When a job injury occurs, part of the responsibilities of a supervisor/manager is to provide the following to the employee:

1. Referral slip to the Occupational Health Facility or the Emergency Room.
2. Employee claim Form for Workers’ Compensation Benefits within 24 hours the incident occurred.
3. Pamphlet explaining Workers’ Compensation benefits.

When above actions are completed, please notify your Personnel Representative immediately with the details of the accident. A FMLA packet will be mailed to the employee if absence will be more than three days. In addition, we will notify Cynthia Vazquez, Workers’ Compensation Specialist, about the employee’s accident. If the employee decides to apply for workers’ compensation, Cynthia will forward the worksheets to your PR for processing of payments.

*****Please note: DO NOT submit any time in the employee’s WPS, in order to avoid overpayment. Do write a comment that the employee is currently out on Workers’ Compensation. *****

Other Miscellaneous EDB Entry

For other actions within the department such as manual merit increases and range adjustments, change of appointment percentage, change of cost center, casual to career and vice versa, per diem to casual and vice versa, per diem to career and vice versa – all requires a EDB TRF for processing. **Please call us anytime you are unsure of what information to give us.**