

# Connections

News from UCSF Health, Saint Francis and St. Mary's

Edition #6

 **COUNTDOWN TO DAY 1: 12 DAYS**

July 19, 2024

## NEWS & UPDATES

### General Updates

We are in the final countdown to Day 1 on August 1! We hope you've had the opportunity to attend one of our many on-site support sessions to prepare you for upcoming HR and IT changes. As part of our planning process, we have worked to minimize daily workflow and business process changes. Therefore, it is safe to assume that unless you have been specifically notified of a change, you can take a "business as usual" approach. If you have any questions or specific concerns about continuity, please email [integrationoffice@ucsf.edu](mailto:integrationoffice@ucsf.edu).

Over the past several weeks, we've held virtual and in-person meetings to listen and gather feedback on the transition. Although we know there will be some bumps along the way, please know that we will do everything we can to address issues and support you.

We continue to update the UCSF Health Saint Francis and St. Mary's intranet site with important information. We recently posted a recording of the benefit education session and will soon make Frequently Asked Questions available. Please visit the site at <https://sfch.ucsfhealth.org> or use the QR code provided – no login required.



<http://tiny.ucsf.edu/zjhbGy>

### Onboarding

Thank you to everyone who has completed the distributed DocuSign onboarding paperwork! To date, more than 60% of you have signed both documents. **These forms need to be completed by July 31.**

As a reminder, your signature on these documents is an acknowledgement that you've reviewed the materials, not final acceptance of the information provided. We know many of you have questions regarding your job mapping, and we will be working closely with managers to address any issues that have been raised. If you have onboarding questions, please email [Staff\\_HR@ucsf.edu](mailto:Staff_HR@ucsf.edu).

### Time and Attendance

Next week, we will offer optional training sessions on UCSF's payroll and timekeeping systems, which will be implemented on August 1. These trainings will cover topics such as how to make W-4 updates, updating direct deposit information, viewing pay stubs, and accessing timesheets. This training is optional, but highly recommended to help you prepare for Day 1. One of each session will be recorded and made available on the intranet the following week. Please see below, or refer to the intranet (<https://sfch.ucsfhealth.org>), for training schedules:

#### **Payroll Training (Virtual Only)**

- 7/22 at 10:00 AM – 11:00 AM or 1:00 PM – 2:00 PM (<https://tiny.ucsf.edu/722Session>)
- 7/23 at 10:00 AM – 11:00 AM or 1:00 PM – 2:00 PM (<https://tiny.ucsf.edu/723Session>)
- 7/24 at 10:00 AM – 11:00 AM or 1:00 PM – 2:00 PM (<https://tiny.ucsf.edu/724Session>)
- 7/25 at 10:00 AM – 11:00 AM or 1:00 PM – 2:00 PM (<https://tiny.ucsf.edu/725Session>)

#### **Timekeeping Training for Employees**

- 7/22 at 11:00 AM – 12:00 PM or 2:00 PM – 3:00 PM (St. Mary's Morrissey or <https://tiny.ucsf.edu/722Session>)
- 7/23 at 11:00 AM – 12:00 PM or 2:00 PM – 3:00 PM (Saint Francis Hoffman or <https://tiny.ucsf.edu/723Session>)
- 7/24 at 11:00 AM – 12:00 PM or 2:00 PM – 3:00 PM (St. Mary's Morrissey or <https://tiny.ucsf.edu/724Session>)
- 7/25 at 11:00 AM – 12:00 PM or 2:00 PM – 3:00 PM (Saint Francis Hoffman or <https://tiny.ucsf.edu/725Session>)

#### **Timekeeping Training for Managers**

- 7/23 at 3:00 PM – 4:00 PM (Saint Francis Hoffman or <https://tiny.ucsf.edu/723Session>)
- 7/24 at 3:00 PM – 4:00 PM (St. Mary's Morrissey or <https://tiny.ucsf.edu/724Session>)

## **Badges**

All staff will receive a UCSF branded badge overlay to be worn on top of current badges starting 8/1. This badge will be used for building access. For employees only, this will include a barcode to be used for time & attendance (clocking in) and making cafeteria purchases. Badges will be distributed through by your unit director / manager, or medical staff office starting 7/24. Part-time employees who are not scheduled during the 7/24-8/1 window should arrive to their next shift 15 minutes early to pick up their badge overlay.

## **IT: UCSF Account Activation Reminder**

In preparation for the integration of Saint Francis and St. Mary's and associated primary and specialty care clinics into the UCSF Health system on August 1, UCSF will begin distributing UCSF account information to your current Dignity Health email addresses in the following batches:

- **Batch 1 on 7/22:** Last names beginning with A-L
- **Batch 2 on 7/23:** Last names beginning with M-Z

The email will come from [do-not-reply@ucsf.edu](mailto:do-not-reply@ucsf.edu) with the subject line "**Activate your UCSF account now**".

- Watch for the email according to the schedule provided based on your last name.
- **Click** the "Activate Your UCSF Account" link in the email within **72 hours** to create your UCSF password. **Remember** your UCSF account information.
- **Set up** Duo Multi-Factor Authentication (MFA) – required for access to UCSF email and other applications.

## **Account Activation Support**

Visit the Account Activation Support page on the UCSF Health Saint Francis and St. Mary's Hospitals and Clinics intranet portal at <https://sfch.ucsfhealth.org/it-resources/account-activation-support> to learn how to create your password and set up Duo Multi-Factor Authentication (MFA).

## **Getting Help**

Support will be available from UCSF IT **beginning Monday, July 22**. If you do not receive the account activation email on July 22 or 23, or if you have problems creating your password or setting up Duo MFA, we are here to help.

- **Phone:** (415) 514-9000 (Available: 24x7)
- **Onsite Support:**
  - 7 am to 7 pm, every day, Monday, July 22 through Friday, August 9
    - **Saint Francis:**
      - 7/22, 7/24, 7/26-8/9: Hoffman Room
      - 7/23, 7/25: Weyerhaeuser Room
    - **St. Mary's:** 7/22-8/9, Gift Shop

## **Coming Soon: Dignity Health HR Office Hours**

As we move closer to UCSF Health ownership, Dignity Health HR and benefits leaders will offer a series of in-person and virtual office hours for employees transitioning to UCSF Health employment. These office hours will provide a forum to get questions answered about any aspect of your employment with Dignity Health. Office hours are offered at the following days, times, and locations:

- **7/28:** 7:00 am - 9:00 am PDT: In-Person at St. Mary's HR Office  
10:00 am - 12:00 pm PDT: In-Person at St. Francis HR Office

## **Weekday Office Hours**

- **Locations:**
  - SMFH In-Person : 12th floor, conference room 1204
  - SMMC In-Person Hypercare: HR Office, first floor room 13
  - Virtual: [*Link will be provided next week*]
- **Dates/Times:**

<b>Date</b>	<b>Time (PDT)</b>	<b>Location</b>
<b>7/29</b>	10:00 am - 11:30 am	In-Person
	1:00 pm - 2:30 pm	Virtual
	3:00 pm - 4:30 pm	In-Person
<b>7/30</b>	7:00 am - 8:30 am	In-Person
	9:00 am - 10:30 am	Virtual
	12:30 pm - 2:00 pm	In-Person
<b>7/31</b>	10:00 am - 11:30 am	In-Person
	1:00 pm - 2:30 pm	Virtual
	3:00 pm - 4:30 pm	In-Person
<b>8/1</b>	7:00 am - 9:00 am	In-Person
	9:30 am - 11:30 am	Virtual
<b>8/9</b>	11:00 am - 1:00 pm	Virtual



## KEEPING YOU CONNECTED

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- **Connections:** Stay tuned for our next update the week of July 22.

Questions? Email [integrationoffice@ucsf.edu](mailto:integrationoffice@ucsf.edu)