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

📢 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 Payroll and Timekeeping trainings. 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. If you have any questions or specific concerns about continuity, please email **integrationoffice@ucsf.edu**.

http://tiny.ucsf.edu/zjhbGy

UCSF HR Update to SFMH and SMMC Employees
We are excited to host a virtual session on Tuesday, 7/30 from 11:00 AM to 12:00 PM to provide an HR update for topics such as, but not limited to, PTO/vacation, sick, vesting credit, seniority, and more. Please be on the lookout for a calendar invite from **integrationoffice@ucsf.edu** or join with the following zoom link: **https://tiny.ucsf.edu/HRUpdate**. For those who cannot attend, this session will be recorded and posted on the intranet.

Onboarding
Thank you to everyone who has completed the distributed DocuSign onboarding paperwork! To date, more than 80% of you have signed both documents. **These forms need to be completed by 7/31.** If you have onboarding questions, please email Staff_HR@ucsf.edu.

Retirement Vesting Credit Update

As part of our commitment to you, UCSF Health wanted to make sure you received credit for the years of service you accumulated toward retirement eligibility or vesting during your time with Saint Francis or St. Mary's. To do this, we recently petitioned the UC Board of Regents to approve giving you equivalent credit in the UC system for your existing years of retirement vesting credit in order to be eligible for your pension. For example, if you currently have four years of retirement vesting credit as of 7/31/24 at Saint Francis, we will grant you four years of retirement vesting credit at UC.

What is retirement vesting credit?
- Retirement vesting credit is the basis for pension eligibility. UC requires five years of retirement vesting credit for pension eligibility.
- Retirement vesting credit is not factored into your actual benefit calculation (pension) when you retire. Your actual benefit will be based on retirement service credit, which you earn based on the percentage of your appointment and accumulates until you decide to retire.
- Retirement vesting credit does not count towards the requirements for retiree health. You must earn retirement service credit to meet those eligibility requirements.
- To be eligible for the vesting credit employees must be hired into a benefit-eligible position and transition to UCSF Health employment on 8/1/24.

How much retirement vesting credit will each employee receive and how will that be determined?
- The UC Office of the President will make the final determination on how much retirement vesting credit each employee will receive.
- Vesting credit will be determined based on each employee's vesting years in their current retirement plan.
- The maximum retirement vesting credit will be five year.
- Additional communication will be provided once the specific amounts for each employee have been determined.

Scheduling Freeze
All schedules must be updated in CSH Symplr by 7/29 at 6:00 PM. No further changes will be allowed in the system after 7/29. Any changes to the schedule should be manually noted and updated once the UCSF Symplr system is live.

Time Tracking
Employees starting their shift on 7/31 before 11:59 PM and ending their shift on 8/1 should clock in and out on the CSH timeclocks (look out for signs labeling which timeclock is which). Employees will have until 10:00 AM on 8/1 to review the timesheets and managers will have until 2:00 PM on 8/1 to approve the timesheets on CSH Symplr.

Employees should review their time cards at the end of each shift to ensure in and out punches along with any calendar entries for time off are updated on their time card. Managers should review their direct report time cards on a daily basis to ensure employees have requested approval for any missed punches and also review calendar entries for any time off.

Onsite Support for Benefits and Human Resources
For in-person support for benefits, onboarding, UCPath, or general HR questions, please visit the onsite help desks at the following locations for both 8/1 and 8/2:
- St. Mary's: 7:00 AM – 6:00 PM at Morrissey Hall
- Saint Francis: 7:00 AM – 6:00 PM at HR Conference Room #1205

Badges
All staff will receive a UCSF branded badge overlay to be worn on top of existing badges starting 8/1. This UCSF branded badge overlay will be non-functional and all staff can continue leveraging existing badges for building access, time & attendance, cafeteria purchases, and clinical system sign on. Badges will be distributed by your unit director / manager, or medical staff office starting 7/29. Part-time employees who are not scheduled during the 7/29-8/1 window should arrive to their next shift 15 minutes early to pick up their badge overlay.

UCSF Account Activation Reminder
In preparation for Saint Francis and St. Mary's and Dignity Health Medical Foundation's primary and specialty care clinics joining the UCSF Health system on August 1, UCSF IT began providing UCSF account information to current CommonSpirit email addresses earlier this week, with instructions for activating UCSF accounts within 72 hours of receipt. Those who have not yet activated their accounts by the end of this week will receive a new account activation email on Monday, July 29.

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

- Watch for the email, which may go into an inbox other than your primary one, so you may need to look for it.
- **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).

Transitioning from your CommonSpirit Gmail to UCSF Outlook Web Email
You will be able to access your new UCSF Microsoft Outlook Web email account with your UCSF account information on Tuesday, July 30 via the UCSF Health Saint Francis and St. Mary's Hospitals and Clinics intranet portal at **https://sfch.ucsfhealth.org**.

Saint Francis Hospital and/or St. Mary's Hospital employees:
- Please do not use your UCSF Outlook Web email for business correspondence until August 1. On July 30, you are encouraged to begin forwarding any emails you want to keep from your CommonSpirit Gmail account to your UCSF Outlook Web email account. Your existing CommonSpirit Gmail account will be deactivated on September 1, 2024. Emails not forwarded by the deactivation date will no longer be accessible. Helpful instructions for transitioning from Gmail to Outlook Web email will be available on the intranet portal at **https://sfch.ucsfhealth.org**. You will continue to have access to Google Drive.

Dignity Health Medical Foundation outpatient clinic employees:
- Through September 30, you should continue to use your existing CommonSpirit Gmail accounts for day-to-day business correspondence and patient-care-related correspondence, and you should only use your UCSF Outlook Web

email for UCSF Health-related correspondence such as questions about your benefits, paychecks, etc. Your existing CommonSpirit Gmail account will be deactivated on October 1, 2024. You should forward any necessary emails from your CommonSpirit Gmail account to your new UCSF Outlook email account. Emails not forwarded by the deactivation date will no longer be accessible. Helpful instructions for transitioning from Gmail to Outlook Web email will be provided on the intranet portal at **https://sfch.ucsfhealth.org**.

Access to additional UCSF-hosted Applications
You will be able to access additional UCSF-hosted applications via the intranet portal at **https://sfch.ucsfhealth.org** beginning August 1 (e.g., Microsoft 365 Online and other collaboration tools, as well as timekeeping, HR, and payroll systems). Microsoft 365 Desktop Client will be provided at a future date. Information on how to use these applications will also be available on the portal. (Note: Access to your existing clinical applications, such as Cerner, will not change on August 1.)

Support is available 24x7 from UCSF IT
Visit **https://sfch.ucsfhealth.org/teams/ucsf-it-service-desk** to see the options.

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: Click here or scan the QR code:

	7/29	7/30	7/31	8/1	8/9
In-Person	10:00 AM – 11:30 AM 3:00 PM – 4:30 PM	7:00 AM – 9:00 AM 12:30 PM – 2:00 PM	10:00 AM – 11:30 AM 3:00 PM – 4:30 PM	7:00 AM – 9:00 AM	
Virtual	1:00 PM – 2:30 PM	9:30 AM – 11:30 AM	1:00 PM – 2:30 PM	9:30 AM – 11:30 AM	11:00 AM – 1:00 PM

🤝 **KEEPING YOU CONNECTED**

- **Connections:** Stay tuned for our next update the week of July 29.

Questions? Email integrationoffice@ucsf.edu