



MarshallHealth

University Physicians & Surgeons  
Resident Information

Residency Coordinators

2014



# Log In to Dayforce

<https://www.dayforcehcm.com>

**DAYFORCE | HCM**

Company

User Name

Password

[Login](#)

[Can't access your account?](#)



# Log In Information

**Company Name:** marshallhealth (all lower case, no spaces)

**User Name:** your five digit employee number

**Password:** MHyyyy (yyyy=your birth year, 19xx)

**\*\*Email Alerts through your Outlook\*\***



# Marshall New Hire

New information needed:

- Marital Status
- Citizenship
- Birth Date
- Address- PO Box not acceptable
- County
- Email address

**Will not be paid until they receive a SSN**

**\*cannot process PAR(New Hire Form)\***



# Marshall Rehire

- If resident may be former employee, please search by SSN in Marshall Rehire Form
- If employee cannot be found by SSN, they have not been paid in new Dayforce system, so you must enter as a New Hire



# Position & Compensation Change

- Promotions
- Salary Changes
- Transfers



# Marshall Bonus

- Match Bonus
- Student Awards
- Chief Resident

**\*\*Make sure you include comment\*\***



# Terminate an Employee

- Status-Terminated (resigned)
- Reason-Resignation





# Once PAR has been submitted...

- PAR is sent for approval
  - Department Administrator
  - Cindy Dailey
  - Matt Straub
  - Megan Gorby
- If the PAR is incorrect, it may not be approved and you will receive a notification stating that a PAR you have submitted has been denied
  - You cannot change the denied PAR, a new one will need to be submitted
- If the PAR has gone through all approvals, a new PAR will have to be done to correct error.
- If PAR has not been approved, notify Megan ASAP to correct/deny.



# Deadlines for PARs

- All PARs (Forms) must be submitted and approved by Wednesday, June 11th
  - Please allow time for approval
- If for any reason a PAR may need to be resubmitted or a last minute change occurs, a PAR will have to be submitted and approved by Friday, June 20 in order to be included on June 27 paycheck



# First/Last Paycheck

- New Residents will receive their first paycheck 6/27/14 for 64 hours
  - Benefits will start July and premiums will start being deducted 7/11/14 pay
- Residents completing program (resigning) 6/30/14 will receive last pay for 8 hours (one day) on 7/11/14
  - Benefits will end June 30



# Needed for Orientation

1. Health Insurance
  - Copies of Birth Certificate(s) (children)
  - Copy of Marriage Certificate
  - SSN for all dependents
2. Life Insurance
  - SSN and address for beneficiaries



# Resident Benefits

## Employer Paid

- PEIA Health Insurance
  - 80% employee only
  - 75% employee & children
  - 50% family
- PEIA Life Insurance
  - \$10,000
- The Standard Life Insurance
  - 1.25 times annual salary
  - Minimum \$50,000
- The Guardian
  - Long Term Disability
  - Automatic Enrollment

## Employee Paid (Optional)

- PEIA Health Insurance
- Mountaineer Flexible Benefits
  - Dental
  - Vision
  - Hearing
  - Short-Term Disability
  - Health Savings Account
  - Flexible Spending Account
  - Legal
- Supplemental Retirement
  - Tax deferred
  - Not matched by employer
- Optional Life Insurance



# PEIA Health Insurance

## PPB Plan A

Employee Only	\$102.00/month
Employee w/Children	\$240.00/month
Family	\$526.00/month

Monthly Premium (above)		\$
Tobacco Free?	Subtract \$25/EE or \$50/Fam	\$
Submitted Adv Directive/Living Will?	Subtract \$4	\$
Your Monthly PEIA PPB Plan A Prem.		\$
	<b>Divide by 2</b>	\$
<b>Your Premium Amount Per Pay</b>		\$



# Form I-9

## Purpose:

- To document verification of the identity and employment authorization of each new employee

## Two Sections:

- Section 1 - Employee Information
- Section 2 - Employer Review and Verification



# Section 1

## Employee Information

- All new employees must complete and sign Section 1 **no later than the first day of employment (6/18/14)**
  - Name
  - Address
  - Date of Birth
  - Social Security Number
  - State citizenship or immigration status





# Section 1 (Continued)

## **Citizenship and Immigration Status**

There are four options for the employee:

1. Citizen of the United States
2. Noncitizen national of the US
3. Lawful permanent resident
  - a) need either Alien Registration number (A-Number) or USCIS Number is the same as the A-Number without the “A” prefix
  - b) If they have not received an A-Number/USCIS Number, use their Admissions Number
4. An Alien authorized to work
  - a) need date the employment authorization expires, if any
  - b) Alien Registration number (A-Number) or USCIS Number



# Section 2

## Acceptable Documents

- We cannot specify which document(s) employees may present
- Employees must present one document from List A **OR** a combination of one document from List B and one document from List C
- Verify that they are unexpired and make a photocopy of all ID's provided
- The person who examines the documents must be the same person who signs Section 2
- Both the examiner and the employee must be present during the examination of the documents



# Section 2

## Employer Review & Verification

1. **Employee's Name**- Write employee's last name, first name, and middle initial in case forms are separated
2. **Examine**- Physically examine each original document
3. **Record**- write in document information requested
  - a) If employee presents a foreign passport with a Form I-94 they should also provide Form I-20 and the expiration date (please refer to documentation examples)
4. **Certification**- enter the employee's first day of work
5. **Employer Information** – Your name, date, your title, print your name, UP&S name and address

Send the completed Form I-9 and copies of the ID's to Missy Staten.



# QUESTIONS?

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