



MarshallHealth

University Physicians & Surgeons
Resident Information

Residents/Fellows

2014



Log In to Dayforce

<https://www.dayforcehcm.com>

DAYFORCE | HCM

Company

User Name

Password

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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****



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.		\$
	Divide by 2	\$
Your Premium Amount Per Pay		\$



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



QUESTIONS?

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