

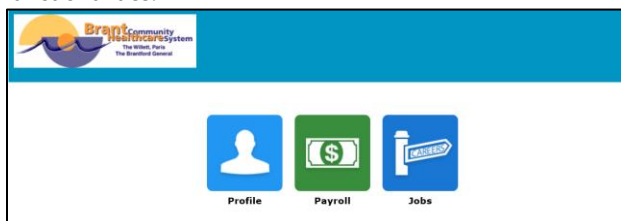
Communication: New Meditech Staff Portal

Launching: February 21st, 2020

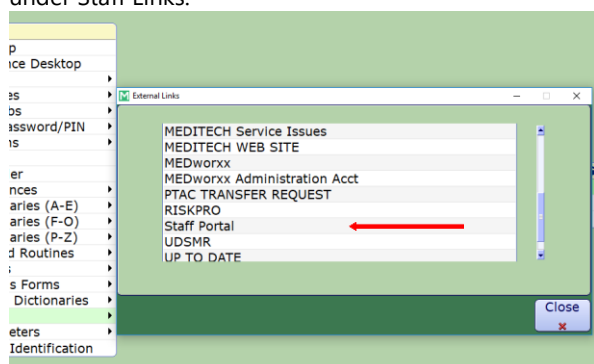
BACKGROUND

We are very excited to announce some Meditech updates coming to BCHS! Effective **February 21st, 2020** Meditech will be launching a new **Staff Portal**. This Portal will replace the current Meditech Internet Gateway (MIG), with a fresh new look, and enhanced functionality for staff.

In order to access the new Staff Portal, staff can login with the same login used for your desktop and Outlook. Once logged in, 3 buttons are available. See picture below. Each button contains important information related to the user, as well as various new functionalities.



The Staff Portal is accessible via the same links as the previous MIG. It can be accessed from Meditech, the Intranet, or the BCHS website under Staff Links.



UPDATES

**** IMPORTANT INFORMATION REGARDING ONLINE REQUESTS AND STAFF PORTAL REQUESTS****

All personal information changes (address, phone number, email, emergency contacts, and name change) must be requested via the new Staff Portal. As of February 21st, 2020, these requests will no longer be accessible via the BCHS Website under Staff Links.

Within the Profile feature, staff are able to make edits to their information, which will be sent to Human Resources for approval. Once approved, the change will be updated in the employee profile. The following information can be sent for a requested edit/update via the Portal:

- Address
- Phone number
- Email
- Emergency contacts
- Legal name change → ****NOTE: In order to update your name, you are required to submit the request via the Portal, as well as send proof of identification to hrforms@bchsys.org. If you do not send proof of identification, your information will not be updated.**

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The following requests will remain on the BCHS Website under Staff Links:

- Special scheduling requests and casual status requests
- Employment letter requests
- Centralized Education Fund application

1. NEW STAFF PORTAL: PROFILE

Through the "Profile" button, staff are able to view the following: **Employee Demographics** (Name, marital status, address, email, phone number, DOB), **Emergency Contacts on file**, **Work Information** (title, cost centre, department), **Direct Deposit details** (banking information), and **Licenses** (any college registrations on file such as CNO, CRTO, CMRTO, etc).

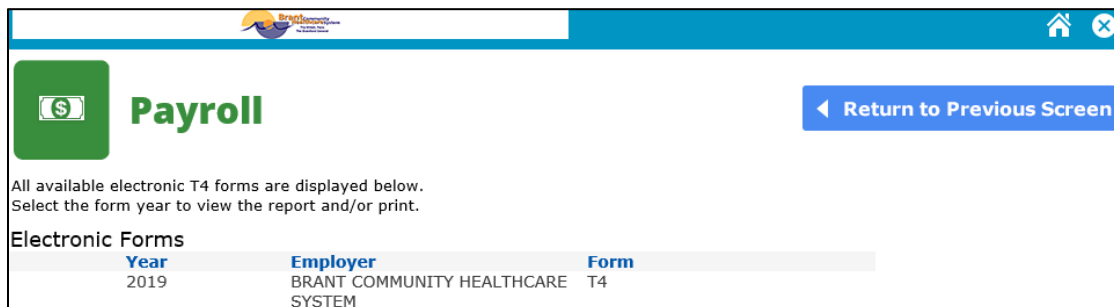
2. NEW STAFF PORTAL: PAYROLL

Through the "Payroll" button, staff are able to view the following: **Current Pay** (most recent pay stub), **Current Benefits** (most up to date balances remaining in benefit banks, i.e. vacation, stats, lieu), **Historical Pay** (history of pay stubs, listed by "Pay Date") and **T4 Forms** (access by clicking the "Tax Forms" button on the right side of the screen).

Please note that new this year **T4 Forms** for 2019 will be available on the Portal in electronic format only:

- Once you click on the "Tax Form" icon, located on the right side of your Payroll screen, you will be taken to a screen where the T4s will be listed by year, you may select the desired form, and from here you are able to view and/or print the form.

2019 T4 Forms will not be printed and mailed, staff are now responsible for viewing and printing their T4 through the Staff Portal.



The screenshot shows a web interface for the Payroll section. At the top, there is a blue header with the BCHS logo and navigation icons. Below the header, there is a green box with a dollar sign icon and the word "Payroll". To the right of this box is a blue button labeled "Return to Previous Screen". Below the "Payroll" box, there is a message: "All available electronic T4 forms are displayed below. Select the form year to view the report and/or print." Below this message is a table titled "Electronic Forms".

Year	Employer	Form
2019	BRANT COMMUNITY HEALTHCARE SYSTEM	T4

3. NEW STAFF PORTAL: JOBS

Through the "Jobs" button, staff are able to access all internal openings. This will look similar to the current Meditech Internet Gateway (MIG), with only slight variations. In the "apply now" page, staff are able to attach their resume directly, rather than emailing to Human Resources. As of February 21st, 2020, staff are no longer required to submit a resume to internalapplicant@bchsys.org. **Resumes will be accepted on the staff portal only.**

In the Profile page, staff are able to access "My Applications". This button will allow staff to click, and view all of the internal positions they have applied for. Please note this will only show positions applied to within the new Staff Portal. All previous applications through the MIG will not be listed here.

When applying to a position, there will be a box titled "Shift Information". This text will outline a number of hours for the position. Please disregard this field, as this is a standard Meditech field that cannot be removed or hidden. It does not align with BCHS policy or collective agreement language.

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FREQUENTLY ASKED QUESTIONS

Q: How long will it take for my information to update once I make a request to change something?

A: Changes can take 3-5 business days, depending on volume of requests. Once the request has been approved, it will be effective immediately.

Q: I'm moving in a month. Can I request the change now?

A: No. Please wait until the change is effective prior to making any requests, as they are reviewed on a daily basis. We are unable to process with a future effective date.

Q: I requested a change online already. Do I have to do it again now that there is a new process?

A: No. If you have requested it online, the change is already under review and will be processed. You do not need to submit another request. Please allow a delay as we transfer to the new system.

Q: How exactly do I submit a request?

A: On the Profile page, you will see various options (Update my info, update license etc).

1. Click the applicable button
2. View the information. Any fields that are grey you CANNOT edit. Any fields that are white you are able to request an edit.
3. Fill out the new information
4. Hit submit
5. Your request will then be sent to Human Resources for review and approval
6. Once your request is approved, your information will automatically update on the Staff Portal. If the request is still under review, you will see an "edits pending" notification on your profile.
7. If your request is rejected, you will be contacted. Please ensure you spellcheck, especially when updating your address. If the address is spelled incorrectly, your request will be rejected and you will have to submit another request.

Q: What requests do I submit online through www.bchsys.org?

A: **Special scheduling requests** and **casual status requests**, **employment letter requests** and the **Centralized Education Fund application**, are still accessible on www.bchsys.org under [Staff Links](#).

Q: When I apply to an internal position, I see the option to attach my resume. Can I do that through the application instead of emailing to Human Resources?

A: Yes! Please utilize the "resume" and/or "cover letter" section of the application. This will replace our current process which requires internal applicants to submit a resume via email for each application. Please add your up to date resume for each application you complete.

Q. Do I still submit my resume to internalapplicant@bchsys.org?

A: No. Effective February 21st 2020, the internalapplicant@bchsys.org email address will be disabled. All resumes must be submitted through the Staff Portal.

Q: On the job application page, I see a box for "additional comments". What is this for?

A: This is a mandatory Meditech field, it cannot be removed or hidden. It does not require any action for the applicant. Please disregard this field. If you have specific questions regarding the position you are applying for, please contact the Recruitment team.

Q: On the job application page, I see a box for "shift information". What is this?

A: This is a mandatory Meditech field that cannot be removed or hidden. It does not reflect the hours for the position you are applying to.

Q: I don't have a printer at home. How can I print my T4 now that they are electronic?

A: If you do not have access to a printer, please speak to your Leader about printing a copy on your unit. Alternatively, Payroll will print a limited number of T4s if you cannot print on your unit. Please send an email request to the Payroll Department if you require.