

Getting to Know myJeffHub & MyHR

April 2018

myJeffHub is a Business Tool

- **ONE STOP SHOP** for employees to access information about their employment at Jefferson
- Access to **LEARNING** and course registrations
- **RECOGNIZE** your staff and peers
- Engage in **COMMUNITIES** that encourage crowdsourcing & teamwork
 - **BUSINESS CRITICAL:** Sharing information and context to help leaders and employees perform at their best
 - **CULTURE & ENGAGEMENT:** Fostering a “One Jefferson” community that transcends physical location or job role
 - **COLLABORATION & INTEGRATION:** Providing a place for teams to work together for enhanced connectivity between meetings and idea sharing across geographies and shifts

MyHR ESS/MSS

- Payroll (ESS) - *July 2018*
 - View Paycheck & View/Print Pay check advises
 - Direct Deposit
 - W-4 Tax Withholdings
 - Compensation History
- Benefits (ESS)
 - Online Open Enrollment
 - Benefits Summary
 - Life Events (Guided Events)
 - Upload Supporting Documents
 - Dependent & Beneficiary Information

The HR Operations Center @ 215.503.4772 is available for questions & Support

MyHR ESS/MSS

- Personal Information (ESS)
 - Preferred & Legal Name changes
 - Home Address, Phone Numbers, Emergency Contact, Email Addresses, Ethnicity and Veteran status
- Manager Self Service (MSS)
 - Manager Dashboard
 - Company Directory & Org Chart Viewer
 - View Direct Line Reports & Job Details
 - Quick Links, Alerts, Announcements
 - Job & Personal Information (MSS)
 - View Employee Personal Info
 - Request Reporting Change
 - Request Location Change
 - Terminate Employee

More to Come In Summer 2018!

- Coordinated Training events for myJeffHub, MyHR & MyTime is currently being developed and will be announced in the upcoming weeks
- Access for colleagues from East Falls & Jefferson Health - New Jersey - *July 2018*
 - myJeffHub
 - MyHR & MyTime
- For myJeffHub:
 - Exciting new opportunities for on-line and blended learning
 - Annual Mandatory Education
 - Launch of FY19 Goals process to kick off the FY19 Performance cycle
 - Expansion of communities

Center City, Methodist, Abington & Northeast employees are currently able to access MyHR and the myJeffHub platform

Demo Links

- <http://myjeffhub.jefferson.edu/>
- <http://cvm155.jefferson.edu:16035/psp/hr92tst/?cmd=login>