



OUR PATIENTS



OUR PEOPLE



OUR
STEWARDSHIP

Onboarding Administration



MEDIC
Mecklenburg EMS Agency

Objectives

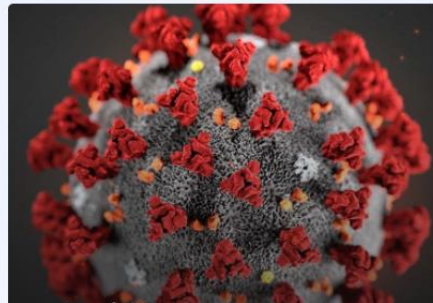
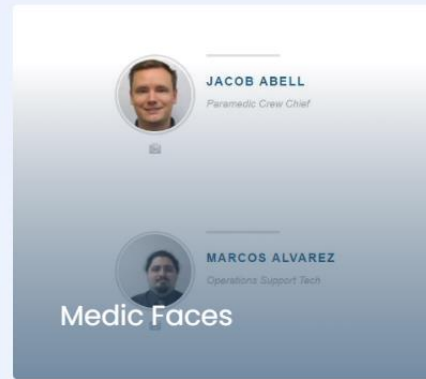
- ✚ Review MEDIC's HRIS-UKG
- ✚ Overview of the Performance Improvement/Progressive Disciplinary (PIPD) Process
- ✚ Overview of Performance Management

UKG/Ultimate

✱ MEDIC's Human Resource Information System

- ✱ Recruitment
- ✱ Hiring/Onboarding
- ✱ Benefits
- ✱ Payroll
- ✱ Self-Service
- ✱ Continuing Education/LMS
- ✱ PIPD Uploads
- ✱ Performance Management









Med EMS


Sign in with your organizational account

Sign in

UKG/Ultimate



[Home](#)

**Hello, Victoria**

Myself

Personal

Employee Summary

Name, Address, and Telephone

Contacts

Emergency Contacts

My Company

Company Info

Electronic Forms

Employee Directory

Organization Chart

View Opportunities

UKG.com

Jobs

Reviews

My Onboarding

Career & Education

Goals


Goal Planning


Competencies


Personal Development


Licenses


My team

 **Charles Horne**
Paramedic Relief CC

 **Matt West**
BLS Team Leader


 **Devon Pegg**
Paramedic Crew Chief


 **Kiah Carrothers**
EMT-Basic


 **Idan Belinsky**
EMT-Basic


[View All](#)


To do 1


 **Second Quarter Check-in**
7 days ago · Submitted by Jackie Manley Martin for Victoria A Milligan.

 Direct Deposit

 Contacts

 Name, Address, and Telephone

 Goals

 Add

[Inbox](#)

Pay

Last pay date

03/25/2022

[View pay statement](#)

Pay Statement

MEDIC
Medical Excellence. Compassionate Care.

Home

Hello, Victoria

Myself

Search

Personal

- Employee Summary
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- Contacts
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- Goals
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[View All](#)

To do [Inbox](#)

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Pay
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[View pay statement](#)

Direct Deposit

Contacts

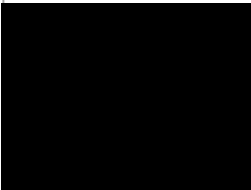

Name, Address, and Telephone

Goals

Add

Pay Statement

This is a statement of earnings and deductions. This pay statement is non-negotiable.

<div> Medical Excellence. Compassionate Care.</div> <div>Mecklenburg EMS Agency 4425 Wilkinson Boulevard Charlotte, NC 28208 704-943-6086</div>		
Pay Details		
Lester Thomas Bailey 	Employee Number 10102 SSN XXX-XX-XXXX Job HR Generalist Train/Devel Pay Rate  Pay Frequency Biweekly	Pay Group Hourly Location Post 100 Department HUMRES - Human Resources Cost Center HR - Human Resources Supervisory NONSUP - Non-Supervisor Job Title PARAME - Paramedic

Learning Management System

Scroll
Down



The screenshot shows the MEDIC Learning Management System interface. The top navigation bar is blue with the MEDIC logo (Medical Excellence. Compassionate Care.) on the left, a 'Home' button, and user information 'Hello, Victoria' with a profile picture. On the right of the header are icons for search, notifications (1), chat, help, and user profile. A dark sidebar on the left contains a menu with categories like Jobs, Career & Education, Career Development, Pay, and Benefits. A red arrow points to the 'UKG Pro Learning' item under the 'Career Development' section. The main content area features several widgets: 'My team' with a list of five team members (Charles Horne, Matt West, Devon Pegg, Kiah Carrothers, Idan Belinsky) and a 'View All' link; 'To do' with a 'Second Quarter Check-in' task; 'Pay' showing the last pay date as 03/25/2022 and a 'View pay statement' link; and a grid of quick-action tiles for Direct Deposit, Contacts, Name, Address, and Telephone, Goals, and an 'Add' button.

MEDIC
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Home

Hello, Victoria

My team

- Charles Horne
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[View All](#)

To do 1 [Inbox](#)

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[View pay statement](#)

Direct Deposit

Contacts

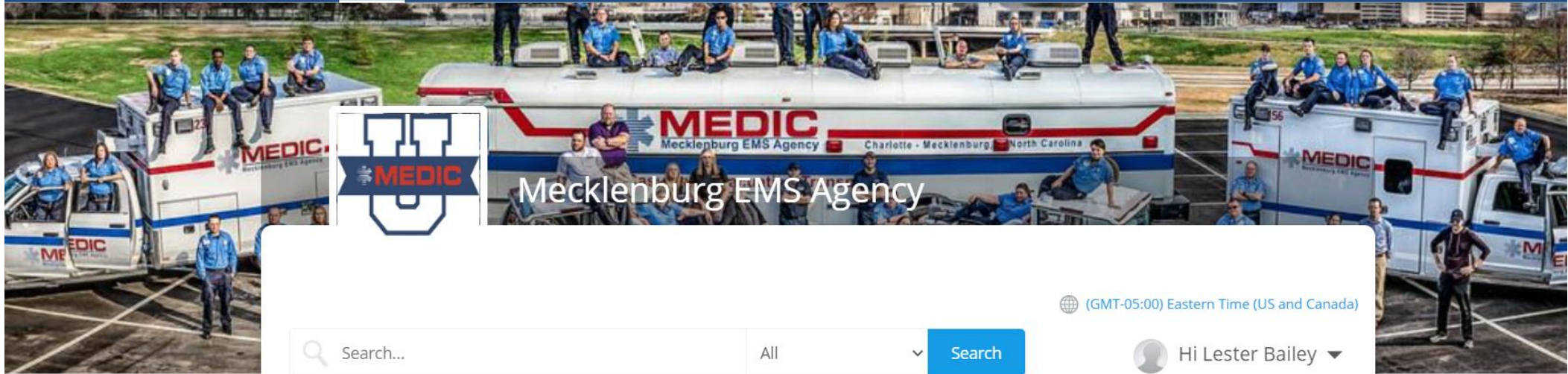
Name, Address, and Telephone

Goals

Add

UKG Pro Learning

Jobs
Reviews
My Onboarding
Career & Education
Goals
Goal Planning
Competencies
Personal Development
Licenses
Career Development
Current
Completed
UKG Pro Learning
Pay
Current Pay Statement
Pay History
YTD Summary
Total Compensation
Direct Deposit
Income Tax
W-2
Benefits
Benefits Summary
Beneficiaries/Dependents
Investments



Mecklenburg EMS Agency

(GMT-05:00) Eastern Time (US and Canada)



Search...

All



Search



Hi Lester Bailey



Announcements

January 21, 2021

Hello everyone!


Since the launch of MedicU, we have been tracking issues and/or questions submitted to us by employees. To date, there have been very few - which...


[View message](#)


UKG

HomeMeTrainingContent


EN


67%



0

 Courses In Progress

Go to My Courses ▶




February 2021 In-service

 Due Date: Feb 28, 2021

0.0%

Start Now

 Calendar

Go to All Events ▶

Choose Location ▾

Choose Category ▾


[Sync calendar]

Day View

Week View

Month View

☐ My events

Type Zip Code or Address 

February 2021

today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7

Selecting Benefits

Cont.
Scroll



The screenshot shows the MEDIC employee portal. The top navigation bar is blue with the MEDIC logo on the left and search, notifications, and user icons on the right. Below the navigation bar, a blue header displays a user profile picture and the text "Hello, Victoria". The left sidebar is dark grey and contains a list of menu items: UKG Pro Learning, Pay (with a sub-menu), Benefits (with a sub-menu), Open Enrollment, Life Events, Documents, Learning Center, Ultimate Community, and Go To Assist. A red arrow points to the "Life Events" item in the sidebar. The main content area is white and features several widgets: "My team" (listing Charles Horne, Matt West, Devon Pegg, Kiah Carrothers, and Idan Belinsky), "To do" (with a "Second Quarter Check-in" task), "Pay" (showing the last pay date as 03/25/2022), and a grid of service tiles for Direct Deposit, Contacts, Name, Address, and Telephone, Goals, and an Add button.

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My team

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Life Events

Documents

Learning Center

Ultimate Community

Go To Assist

Direct Deposit

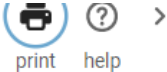
Contacts

Name, Address, and Telephone

Goals

Add

Click “I am a New Employee”

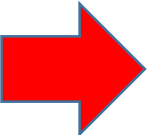


Life Events

About Life Events

Life Events are changes that happen to you or your family affecting your benefits. Below is a list of events that you are eligible to complete. Begin by selecting an event that most closely describes your circumstances.

Description	Message	Status
Qualifying Life Event	This life event is for any employee who has had a Qualified Life Event as defined by IRS Guidelines. It includes marriage, divorce, birth, adoption, loss or gain of coverage. Please contact Human Resources if you have questions.	Not Started



Once you click here, you will be able to elect your benefits.

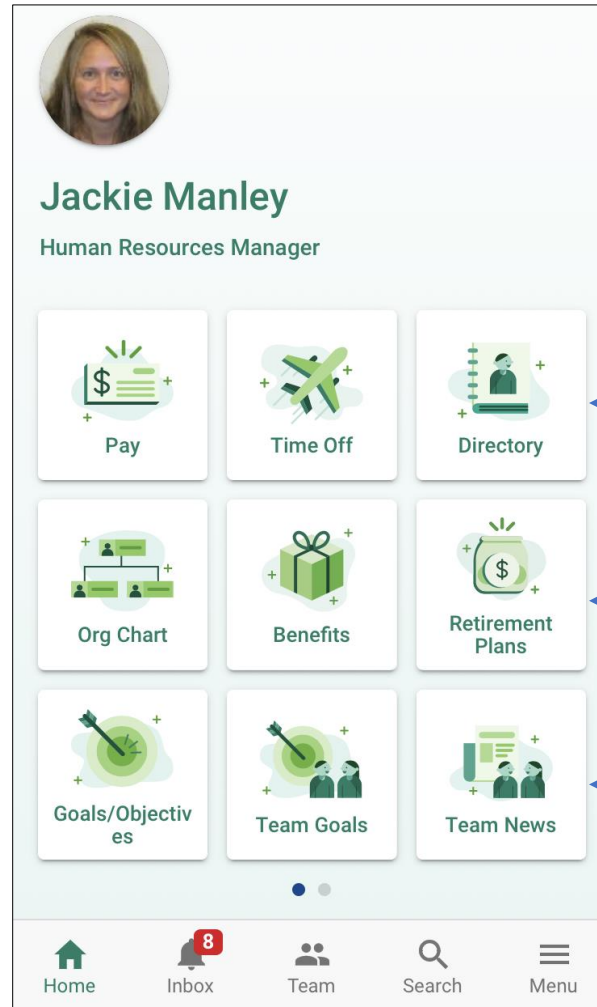
UKG Mobile App

The UKG mobile app, available free in the Apple and Android app stores, delivers instant access to your own personal data, relevant HR, payroll, and benefits information.

You can even make changes to your personal information on the mobile app!



HOME PAGE OPTIONS



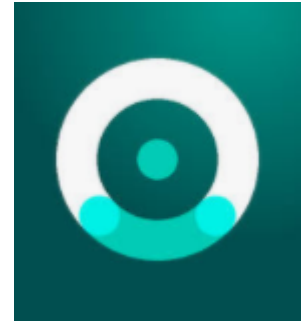
Review Pay Info, Time Off and Company Directory (restricted access). Ability to make changes to direct deposit info and income tax elections.

View Agency Org Chart, your benefits retirement account information.

Ability to input goals for oneself and see any team news updates (future initiative).

DOWNLOADING MOBILE APP

- ✱ Go to either the Apple Store or Google Play and search for “UKG Pro.”



- ✱ Click on the app to download.
- ✱ Open the app once downloaded onto your mobile device.

SET-UP FOR MOBILE APP

- ✱ When prompted, enter the Company Access Code: POST100 and click “continue.”
- ✱ Click on the “Use SSO (Corporate Credentials)” to enter your information. **DO NOT** enter username or password on the bottom of screen.



SET-UP FOR MOBILE APP

- ✱ Sign in with your Medic email address (FirstLastInitial@Medic911.com) and password.
- ✱ Choose a method to verify your account and enter the numeric code on the next screen to verify your device.
- ✱ Contact a member of the HR Team with any questions (HumanResources@Medic911.com).