



POLICY: Processing of House staff and Electronic Training Action (ETA)

Purpose: To provide a policy that will guide programs through the processing of house staff and to provide a procedure for processing changes to the status of house staff in the University of California on-line payroll and training registration systems. The ETA process has been developed for the purpose of notifying the UCSF Fresno GME office and HR of changes to a resident/fellow's status. This includes promotions, chief resident assignments, terminations, preparation of training/completion certificates and leaves of absence, etc. The ETA process is not used during the in-processing of new residents.

Policy: Processing and separation of house staff requires the completion of documents to verify the accuracy of employment and training records. Forms are used for notifying various authorities and must be completed and processed accurately and in a timely manner. The UCSF Fresno Graduate Medical Education Office (GME) will produce required forms for use during processing and will establish any necessary deadlines. Documents and timelines vary depending on the action(s) being taken. Procedures include processing of house staff entering or leaving training at regular academic year timelines, as well as, processing of house staff beginning or ending training outside regular academic cycles.

New House staff Processing Procedure:

Regular Academic Year Start Dates- ERAS Applicants

1. After Match the Graduate Medical Education Office (GME) will download house staff files via ERAS.
2. The Program office should contact the GME office if a house staff member is in need of a contract earlier, for visa or offsite rotation purposes.
3. The GME office will provide house staff demographics to the necessary departments/facilities (i.e., HR, IT, Library, FMMS, CRMC, MedHub) in order to have the appropriate access for training. Programs are required to provide a list of assigned pagers numbers for new house staff to the GME office by June 1st.
4. The GME office will create MedHub accounts for new hires and will upload several points of data related to the individual (i.e., UC ID#, Medical Staff ID#, Emails, etc.)
5. GME/HR will send out a "Welcome" e-mail (copy to program) to all new house staff with information regarding orientation requirements and a link to the orientation portal. House staff will complete the requirements and contract submission through MedHub's Onboarding/Orientation portal. CRMC will send out an email (after network accounts are created, around May) providing the individual with instructions to complete the online e-learning modules.
6. House staff are given a deadline to return orientation documents/forms to GME/HR. After the established deadline, GME/HR prepares an e-mail, customized for each new house staff, indicating which documents/forms have not yet been received by GME/HR. If no response is received to this notification, the respective program office is contacted to:
 - a) verify the house staff is still planning to begin training at UCSF Fresno and
 - b) To assist GME/HR in obtaining missing information.
7. New house staff orientation is organized by the UCSF Fresno GME/HR office with input from training partners. Orientation occurs in June (residents) and July/August (fellows) of each year.
8. House staff unable to attend the orientation must, at a minimum, attend a modified orientation in UCSF Fresno GME/HR office prior to beginning duty.
9. Required paperwork must be completed prior to house staff beginning clinical duty and/or before being placed on payroll.
 - a) Employment eligibility verification cannot occur until the day of orientation and original documents must be presented based upon the I-9 document requirement form.

Regular Academic Year Start Dates- NON-ERAS Applicants

1. After the position has been offered, the program submits a completed file to GME that includes:
 - a) House staff file requirement form/checklist with all attachments
<https://www.fresno.ucsf.edu/housestaff-portal/recruitmentmatch/>
 - b) Non-ERAS applicants must complete the NRMP Universal Application, including the UCSF Fresno Addendum <https://www.fresno.ucsf.edu/housestaff-portal/recruitmentmatch/>
 - c) Program should indicate if the house staff is in need of a contract for visa purposes

Above steps 3-9 (ERAS Applicants) will be followed as indicated

2. If a house staff member is taken outside of the match, the program must complete primary source verification for any previous residency/fellowship training <http://www.fresno.ucsf.edu/housestaffportal/documents/coordinators/VerificationResidentApplicantCredentials.pdf>.
3. In addition, if the individual is considered a transfer resident (ACGME Definition), before accepting a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident. Residency programs must receive verification of each applicant's level of competency in the required clinical field using ACGME or CanMEDS Milestones assessments from the prior training program (CPR- III.A.1.a). A program director must provide timely verification of residency education and summative performance evaluations for residents who may leave the program prior to completion. <http://www.fresno.ucsf.edu/housestaffportal/documents/coordinators/Checklist-NONERAS.pdf>

All employment and academic documents not in English must be accompanied by an English translation. Documents in their original language must be submitted with the authorized, complete, and exact English translation issued by the University, a government agency, or a certified translation agency.

Off Cycle (Outside Regular Academic Year Start Dates)

House staff who join the program on dates other than the beginning of the regular academic year will have a modified orientation coordinated by the UCSF Fresno HR.

1. The GME office is notified by the program office, as soon as possible, when a residency vacancy occurs and recruitment for that position is anticipated.
2. When a suitable candidate is identified, the GME office must receive a completed house staff file from the program office prior to determination of a start date. The file must include: Items 1. a-d from the Non-ERAS applicant process.
3. Written verification of any previous residency/fellowship training (primary source verifications).
4. The GME office will provide house staff demographics to the necessary departments/facilities (i.e. HR, IT, Library, FMMS, CRMC, MedHub) in order to have the appropriate access for training.
5. The GME/HR office will send out a "Welcome" e-mail (copy to program) to all new house staff with information regarding orientation requirements and a link to the orientation portal. House staff will complete the requirements and contract submission through MedHub's Onboarding/Orientation portal. CRMC will send out an email (after the network accounts are created) providing the individual with instructions to complete the online e-learning modules.
6. House staff are given a deadline to return orientation documents/forms to GME/HR. After the established deadline GME/HR prepares an e-mail, customized for each new house staff, indicating which documents/forms have not yet been received by GME/HR. If no response is received to this notification, the respective program office is contacted to:
 - a) verify the house staff is still planning to begin training at UCSF Fresno and
 - b) to assist GME/HR in obtaining missing information
7. Once all documents are received the GME/HR office will confirm an approved start date.
8. The UCSF Fresno GME/HR office, will establish an orientation date for the new house staff to complete employment documents that require a signature on the first day of employment. The program will need to arrange EPIC training with the CRMC liaison and Mask/Respiratory Fit Testing with CRMC Employee Health Services.
9. Required paperwork must be completed prior to house staff beginning clinical duty and/or before being placed on payroll.

10. Employment eligibility verification cannot occur until the day of orientation and original documents must be presented based upon the I-9 document requirement form
11. Prorating leave time- As part of the in-processing for off cycle house staff, vacation, educational and sick leave will be prorated for the number of months the house staff is in the program during the current academic year. Formulas for prorating leave time are based on annual amounts of 15 days of vacation (/12 = 1.25 days per month), 5 days of educational leave (/12 = .42 days per month), and 12 days of sick leave (/12 = 1 day per month).

Note: All contracts will contain language indicating the offering of a residency/fellowship position is contingent upon receipt of required valid employment/training documents.

Entry into the UC Payroll system will be completed only after all required documents are completed and received.

House staff Separating from the Program

Regular (End of the Year) Separations

1. Program offices will notify the GME/HR office that a house staff is leaving by completing an ETA (electronic training action) via Medub.
2. As per GMEC policy, notification of house staff terminating at the end of an academic year must be received by the GME/HR office by February 28th of each year. Extenuating circumstances will be evaluated on a case-by-case basis.
3. Required check out forms are sent directly to the coordinator to include additional information, if necessary and to distribute to the separating house staff. Completed check-out forms are required for final processing, receipt of training certificates where applicable.
4. **Final paychecks will be automatically deposited**, if the house staff is set up for automatic deposit. **If automatic deposit is not set up**, checks will be processed in San Francisco and, unless otherwise specifically noted, final checks will be sent certified mail to the address provided by the house staff on the "Forwarding Address Form" provided in the check-out packet.

Off Cycle (Outside the Regular Academic Year) Separations

UC processing guidelines require changes be submitted to the Fresno GME office by the 15th of the month in which the change occurs. (i.e. for payroll changes occurring on March 1, the ETA must be completed by March 15). ETAs submitted after the 15th of the month cannot be processed or take effect until the main campus system is reactivated on the first of the following month.

1. Program offices will notify the GME/HR office that a house staff is leaving by completing an ETA (electronic training action) and e-mailing the GME/HR office.
2. Program offices will print the on-line 'Check Out' documents and give a copy to the house staff as soon as possible.
3. Receipt of the ETA by the GME/HR office will initiate the required checkout forms, COBRA, other personnel information forms and data entry related to separation.
4. Per policy, only house staff completing training will receive a Certificate of Training Completion.
5. **Final paychecks will be automatically deposited**, if the house staff is set up for automatic deposit. **If automatic deposit is not set up**, checks will be processed in San Francisco and, unless otherwise specifically noted, final checks will be sent certified mail to the address provided by the house staff on the "Forwarding Address Form" provided in the check-out packet.

Leave of Absences:

1. Program offices will report and track usage in MedHub.
2. Program offices will notify the GME/HR office that a house staff is on a LOA by completing an ETA (electronic training action) and e-mailing GME/HR once it's entered.
3. Receipt of the ETA by the GME/HR office will initiate that the proper FMLA/CFRA documents are sent and that any necessary payroll adjustments are completed.

ETA Procedure

1. The ETA process is available through Medhub. Program staff is responsible for completing the ETA within the timeline provided by the GME office. This is an electronic process that does not require a signature. Please e-mail the GME office when the process has been completed.
2. The GME office will review the ETA for completion and accuracy and will forward to HR for processing.
3. Processing timelines:

End-of-the-year changes:

The GME office hereby establishes a timetable for the completion of ETAs for all end-of-year activities.

- a. Programs should complete ETAs for all house staff by February 28th.

(Original signed Policy is available in the UCSF Fresno Graduate Medical Education Office)

Michael Peterson, MD, Associate Dean, Chair GMEC