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www.hopkinsmedicine.
org/Intrastaff

S.O.A.P. NOTES

Volume 38

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CPR Dates for Nurses

2008 Class Schedules have not yet been confirmed. Please stay tuned for more information about CPR classes, Oncology Competencies, and Trauma Education.
Thank you!

New Benefit Coming Soon!

Intrastaff is pleased to announce that ADP iPay will soon be offered to all employees. iPay allows you to instantly view and print your pay stubs and year-end W-2s via the Internet – whenever, and wherever, it is convenient for you. No longer will you have to wait in the mail for your pay vouchers or other important information.

Through ADP iPay, you can access your W-4 form, which can be completed on-line, printed, signed, and given directly to the Payroll Coordinator, saving you time. ADP iPay's is a secure resource that is convenient and will help you stay organized and informed.

Look for more information in the mail to come!

Holiday Reception for Employees

Please join us for the Intrastaff Employee Holiday Reception on:

Wednesday, December 19, 2007

5:00—7:00 p.m.

*at the Mt. Washington Conference Center
5801 Smith Avenue*

Professional Dress required

RSVP by December 14th to 410-583-2950, ext. 0 or to Intrastaff@jhmi.edu

We look forward to celebrating the holidays with you over refreshments and cocktails and wish you and your's a very happy and safe holiday season.

Important Weather Emergency Information

Winter is soon upon us. The Johns Hopkins Medicine (JHM) hospitals and clinical areas of JHM maintain patient care responsibilities and **DO NOT CLOSE** during a weather emergency. Unless it is announced by JHM that outpatient clinics will close, all School of Medicine clinics will remain open, and all

administrative offices need to support these clinic areas remain open and that supporting services are available. All inclement weather guidelines are in the JHH Corporate and Administrative manual, which is available online at: www.insidehopkinsmedicine.org/operations_integration.



Timesheet Submission Notices

For the weeks of Christmas and New Year's, timesheet deadlines will be as follows:

Sunday, December 23 by 9:00 a.m.

and

Sunday, December 30 by 9:00 a.m.

Weekly payroll periods run from Sunday 7:00 a.m. through the last shift worked on Saturday. If you will not be able to drop your timesheet off on Sunday, please make sure you drop it in the box after your last shift worked for that workweek to ensure you are paid timely.

REMINDERS: JHH drop boxes must be used by all employees who work on the JHH East Baltimore campus. All others must fax in (and call to confirm) to 410-847-3659. If you fax in your timesheet, please only fax in one copy and do not follow up with an original in the mail. Please be certain to review your timesheet before submission to ensure you have written dates on your timesheet(s) and that your supervisor has approved and signed. Duplicate timesheets or timesheets without dates or supervisor's signatures will create a delay in processing. Thank you.

SPECIAL NOTE: Please be sure to visit the Intrustaff website frequently for important information under the "Intrustaff Employees" section. The latest copy of the Employee Orientation and Handbook as well as all copies of the S.O.A.P. Notes newsletters, current and past, are also available on the website.

If you have a new email address, please make sure to let Intrustaff know. Please stay current so that we can notify you of upcoming classes, and other important information that may be useful to you. Thanks!

Intrustaff's 20th Anniversary Reception

Intrustaff wants to thank all the employees who attended the 20th anniversary reception on October 18, 2007 at the Mt. Washington Conference Center. Below and to the right are some of the pictures from the party. Franziska Dunphy, Kathleen Noel, and Sue Goldsmith were all recognized for their 20 years of service. A good time was had by everyone.





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quality*

Kudos Corner

Kristin Merritt, Intrastaff's Nursing Career Specialist, gave birth to a baby girl in September. Congratulations Kristin!

Debra Lurns, an Intrastaff Nurse, completed the Marine Corp Marathon in late October. Debra also was recently accepted into the University of Maryland Nursing Informatics Program. Congratulations Debra!

Romona Dillard, an Intrastaff Patient Service Coordinator, was recently praised by a patient's family member for her dedicated service and persistence in resolving issues. Great job Romona, thank you!

Pamela Fleming, Intrastaff CNA and **Brian Fowler**, an Intrastaff Nurse, were both commended for their assistance by a Nursing Coordinator on a hospital unit. "They were a great help to me." Thank you both for your willingness to go over and above to help others.



**Everyone at
Intrastaff wishes
you and your's a
very happy and
healthy 2008.**