

From: Mindy Raymond
Sent: Monday, November 25, 2019 9:19 AM
To: _Everyone BRRH; _BocaCare All
Subject: PeopleSoft HR Information System Coming December 2!
Importance: High



COMING SOON:

Boca Regional and BocaCare Employees will have access to PeopleSoft starting December 2!

Starting December 2, 2019, Boca Regional and BocaCare employees will have access to PeopleSoft, to align with the entire Baptist Health system. PeopleSoft is the Employee Self Service (ESS) Human Resources information system that Baptist Health has been using since 2015. The first HR functionality accessible in PeopleSoft will be electronic payroll entry, followed by additional HR functionality later in the month.

What do I need to know?

- **NEW BAPTIST HEALTH EMPLOYEE IDs and LOGIN CREDENTIALS:**

- Starting this week, your leader will give you your new Baptist Health Employee ID and login credentials. You will need this login information to get into PeopleSoft. Once you have access to PeopleSoft, it will be important you:
 - Setup your Direct Deposit
 - Complete your W-4 information
 - Complete your Annual Enrollment by December 7 (BocaCare employees only)

- **SUPPORT:**

- Navigational PeopleSoft job aides and a tutorial video will be available starting December 2. Training support will also be provided. Stay tuned for more details.

If you have any questions, please reach out to your leader or call our dedicated HR Hotline at 561-955-2266.



Mindy Raymond
Vice President of Human Resources
Administration



Boca Raton Regional Hospital

800 Meadows Road | Boca Raton, FL 33486

Direct: 561-955-4817 | Fax: 561-955-5151

MRaymond@brrh.com | BRRH.com

This message originates from Baptist Health South Florida (BHSF). It contains information that may be confidential or privileged and is intended only for the individuals or entity named above. It is prohibited for anyone else to disclose, copy, distribute or use the contents of this message. This message may not be copied or distributed without this disclaimer. All personal messages express views solely of the sender, which are not to be attributed to BHSF. If you received this message in error, please notify us immediately at postmaster@baptisthealth.net. BHSF scanned this email for viruses, vandals and malicious content

Confidential E-Mail: This e-mail, including any attachments, is intended only for the person or entity to which it is addressed, and may contain information that is privileged, confidential, or otherwise protected from disclosure under applicable law. Any unauthorized review, use, dissemination, distribution, or copying of this e-mail or the information herein by anyone other than the intended recipient is prohibited. If you have received this e-mail in error, please notify the sender by reply e-mail, and destroy the original message and all copies.