

# myMCH Portal Guide

When you use the portal, you have convenient access to a variety of Med Center Health resources all in one location.



Look for the myMCH Portal icon on your computer desktop.

## RESOURCES



### **myBenefits**

View/enroll/make changes to benefits. View plan documents, summary plan descriptions, etc.



### **Employee Assistance**

View information about EAP and the MCH Cares Program.



### **myPerformance**

View job descriptions, complete annual evaluations, set goals, and document achievements.



### **Employee Handbook**

Reference important information about employment with Med Center Health including policies.



### **MCH Careers**

View/apply for open positions, find news about career academies and other programs related to career development.



### **Forms**

View/print forms such as direct deposit authorization, name change, tax forms, etc.



### **myLearning**

Enroll in classes, complete CBLs and view transcripts.



### **Phone Directory**

Access the corporate phone directory.



### **myTime**

View/edit timecards, clock in and out, submit time off requests, sign off on timecards and monitor PTO balance.



### **MCH Life**

Keep up with the latest happenings at Med Center Health.



### **myPay**

View/print pay stubs and W2s.



### **Covid Screening Tool**

Complete screening questions to detect early signs of Covid-19.



### **Leadership Resources**

Access to resources that help leaders manage their departments.



### **Confidential Compliance Line**

Report a violation of policies or standards anonymously.



### **Incident Reporting**

Submit and view incident reports.



### **EOC/Safety**

Access information related to environments of care, fire safety, hazardous materials management plans and more.



### **MCH Store**

View/purchase branded logo apparel and other products.



### **SDS**

Access Safety Data Sheets on products used throughout Med Center Health.



### **Employee Giving**

Learn about Employees Contributing to Help Others (ECHO) and participate in the employee giving program.



### **Diversity, Equity & Inclusion**

Learn more about Med Center Health's commitment to Diversity, Equity and Inclusion.



### **Apply for a Leave of Absence**

Access the online tool for requesting and managing a leave of absence.

## **LEADERSHIP RESOURCES**



### **Reports**

Run reports related to demographic employee information, PTO balances, etc.



### **Attendance Tracker**

Enter attendance points and manage the attendance of staff.



### **Status Change**

Submit status changes for transfers and terminations.



### **Position Requisitions & Applicant Tracking**

Submit position requisitions, view status of requisitions in the approval process and manage applicant flow for open positions.



### **Productivity**

View labor performance on a pay period basis and manage performance to budget.



### **Secondary Job Code Requests**

Submit request to add a secondary job code for an employee.