

# An extraordinary krewe starts with you!



## What's happening in December

Transition details for hospital and clinic employees at **Lakeside Hospital, Lakeview Hospital, and Tulane Medical Center**

### Stay informed.

#### Attend one of our information sessions:

##### Tulane Medical Center – Faculty Club

December 4 | 7:30–10 am | 2:30–4:30 pm

December 6 | 7:30–10 am

December 7 | 2:30–4:30 pm

##### Lakeside Hospital – Riverboat Room

December 6 | 2:30–4:30 pm

December 7 | 7:30–10 am

##### Lakeview Hospital – Pelican Room

December 5 | 7:30–10 am | 1–3 pm

December 8 | 7:30–10 am

**Log into Workday** to complete your onboarding by December 15. More details about Workday training available on the Krewe Online Hub.

**Secondary Injury Form.** Please ensure you've completed this [form](#) by December 15. Available on the Krewe Online Hub.

**Retirement benefits.** Sign up by January 10 to receive matching contributions in your first paycheck on January 19. Fidelity Investments is our retirement benefits provider.

#### [More details.](#)

**It's a freeze.** December 1–30, all Human Resources changes will be frozen for all HCA HR systems. No changes will be able to be made. Details available on the Krewe Online Hub.

Finish any training in [HealthStream](#) by December 15.

**Sign up for The Heart Beat.** It's your resource for all news and updates across LCMC Health. Download the Firstup mobile app by texting LCMC to 45411.

**Wrap up your ADP training by Dec 7.** If you missed it, there will be information about opportunities for make up sessions in the Krewe Online Hub.

**Get involved.** Our community impact opportunities and events: Holiday party at EJGH – December 6 & 8

## Coming up in January



**It will be official!** You're fully a part of LCMC Health as of December 31, 2023.

**LCMC Health online orientation.** Courses will be available in [The Learning Center](#) starting December 31. You'll receive an email letting you know when your courses have been assigned. This will include your Workday training courses. [More details.](#)

**Payroll details.** Your last HCA paycheck will arrive on January 12, 2024 (for hours worked December 24–30). Your first LCMC Health paycheck will arrive on January 19, 2024 (for hours worked during December 31–January 13). More details on the Krewe Online Hub.

**Paid time off (PTO).** Any PTO hours over the LCMC Health PTO policy maximum will be cashed out on December 31, 2023 and you'll receive this payment on February 2, 2024.

### Relocation information

**Tulane Medical Center inpatient and clinic services will be relocating.** The inpatient move process begins January 8, with the official move on January 13. Clinics will move on January 13–14. Check out the timeline, locations, and patient communications [details here](#).

**For those transitioning to EJGH.** When you're ready to submit an **expense reimbursement request**, training is available [here](#) for you to self-enroll.

**Specialized equipment training.** Keep an eye out for an email invitation to complete training on new equipment.

**EJGH Orientation offered through December 8.** All Tulane Medical Center and Lakeside Hospital team members must attend orientation. Please register in [HealthStream](#).



### Have a question or concern?

Check our Frequently Asked Questions in the [Krewe Online Hub](#)

### Didn't answer your question?

Ask a question [here](#)

