

**Issued May 11, 2023**

#### **What is the difference between *Internal* and *External* Traveler?**

- *External travelers* are hired by Qualivis. Qualivis is engaged by University Medical Center to provide supplemental staffing.
- *Internal Travelers* are hired directly by UVA Medical Center and go thru the normal hiring process including meeting all clearance requirements including:
  - Background Check
  - Employee Health Screening/drug testing
  - Education Verification
  - License Verification
  - Certifications as required by the job profile
  - Presenting I-9 documentation to HR rep in person, within 3 days of hire
- **Managers** are responsible for verifying and tracking any unit or department-based competencies or certifications not include in the job profile.

#### **What is the length of Traveler Contract?**

- Beginning 3/1/23 Traveler Contract terms are the same for both *Internal* and *External* Travelers
- **ALL** traveler contracts initiated after March 1<sup>st</sup> are **13-week** contracts.
  - Travelers may request up to 40 hours of time off (unpaid) per **13 weeks**.
  - Traveler contracts can be extended in **13-week** intervals. Extensions begin immediately at the end of contract.
  - Travelers may have two contract extensions offered for up to **39-week** total.
- **Internal** travelers have the option to convert to regular employment with UVA; at any time..
- **After 39 weeks**, if an Internal traveler chooses not to convert to regular employment, the Internal traveler must separate from UVA for a minimum of 6 months (24 weeks) in order to be eligible to apply as an Internal traveler again.
- Internal Travelers contracted prior to 3/1/23 may reflect initial contract lengths of 12 or 24 weeks, any extensions will be 13-week contracts.
- Exceptions may be considered with Chief Approval.

#### **How are pay rates determined and applied for Internal Travelers?**

- Rates are approved by UVA MC Leadership on a bi-weekly schedule, and adjust with market rates (up or down)
- Pay rates for Internal Travelers are not posted.
- Pay rates for Internal Travelers are not negotiable.
- Traveler contract rates are determined by the approved rate on the offer date or extension date.

#### **How can you tell if a traveler is External Traveler vs Internal Traveler?**

- External Traveler: Contingent Worker in Workday. Kronos is ALL CAPS for first and last name.
- Internal Traveler: Wage employee in Workday. Kronos is ALL CAPS for last name only. First name is lower case.

#### **Is an activation email notification of Sponsored Accounts sent for both External and Internal Travelers?**

- External Travelers: Yes, an activation email is sent as External travelers are contingent workers. – Please continue to forward activation emails asap to External travelers to claim their userID
- Internal Travelers- No, an activation email is not applicable as Internal travelers are UVA MC wage employees.

### What orientation do travelers need?

- New hire *External* Traveler attends most orientation activities their first week but NOT required to attend In-person Health System HR orientation day one. Managers should contact *External* Travelers to discuss Day one activities.
- New hire *Internal* Traveler attends all orientation activities their first week including In-person Health System HR orientation on day one. Managers should contact *Internal* Travelers to discuss Day one activities after HS orientation in ERC.
- External Traveler converting to Internal Traveler- does not need to repeat orientation.
- Any Traveler who is returning to UVA within 12 months does not need to repeat orientation.

### How do I terminate a Traveler?

- *Internal* Travelers are terminated in Workday as you would term a regular Employee. Termination should be entered for the contract end date in Workday.
- *External* Travelers are terminated by sending an email to [MCCSecurity@hscmail.mcc.virginia.edu](mailto:MCCSecurity@hscmail.mcc.virginia.edu)
  - Email should include Travelers user ID and contract end date in Workday. Computing access and termination in Workday will occur within 24 hours. If there is the need to discontinue access immediately, include that in your email. External Travelers will not automatically term at the end of their contract- this email from the manager is required

### What do I need to know about Scheduling for Internal and External Travelers

- Travelers will appear in **Workday** on Orientation Monday.
- Traveler will appear in **Kronos** on Tuesday, as the system updates occur overnight on Monday
- *External* Travelers follow schedule guidelines as outlined in their contracts.
- *Internal* Traveler commits to working a minimum of thirty-six (36) hours per week or more based on department/unit need and may be required to work up to and including three (3) weekends per six-week scheduling period if required by my department or unit. Scheduled shifts are determined based on the staffing needs of the unit.

### How do I request a new Internal or External traveler position?

All new requests, follow **your areas** regular process.

- For areas that **create requisition** for LMST approval
  - JM-Supervisory Org
  - MC\_101120- Registered Nurse Traveler or MC\_101112 - Licensed Traveler-Other
  - Contingent Worker (Contractor)
  - Kristin Grimes (recruiter)
  - complete questionnaires
- Traveler requests all go to LMST for approval. LMST will approve positions, and the Traveler Reduction Strategy Committee will determine if the position is filled with External or Internal Traveler.

### How do I request an extension for an *External* Traveler?

- External traveler extension requests follow the same process as requesting a new External traveler position (see above)

### How do I request an extension for an *Internal* Traveler?

Internal Traveler renewals are an automated process through Workday. A request by the hiring manager is not necessary to initiate the process.

- Internal Traveler receives notification through Workday for renewal 6 weeks prior to their contract end date.

- If Traveler accepts renewal opportunity it will go to manager for approval.
  - If Traveler declines renewal manager will enter termination in Workday for contract end date.
- Manager will approve or decline renewal in Workday.
  - If manager declines renewal, manager will enter termination in Workday for contract end date.
  - If manager approves renewal it goes to LMST process
- Renewal request will route to LMST for approval.
  - If approved, traveler will get notification of new contract end date (13-week extension), and current market pay rate. Manager will get notification when new contract is accepted by traveler.
  - If denied manager and traveler will get notification position denied
- Talent Support updates contract term date and new pay rate in Workday effective for extension.
- Travelers are eligible for two renewals of 13 weeks (total 39 weeks)
- Please refer to attached 'Internal Traveler Contract Renewal Process' document for more detail

**How do I extend an offer to an Internal Traveler?**

Inpatient Nursing Internal Traveler offers are extended by SRO management.

For all departments outside of Inpatient Nursing, offers are extended by the Recruiter in partnership with the Hiring manager. Hiring managers for the Internal Traveler program will send the following information to HR Recruiters to facilitate the offer.

- Candidate name
- Start date
- Hiring manager
- Rate
- Shift – if applicable (options are Day, Evening, Night, or Rotating)
- Cost center
- Primary Location – ex: University Hospital or Battle Building)
- 36 or 40 hours
- Remote or local employee health screening for clearance

**Where can I contact for further information?**

[Internal Traveler Program webpage](#)

For Inpatient Nursing: Kathleen Rogers, SRO Nurse Manager, [KLR4N@uvahealth.org](mailto:KLR4N@uvahealth.org)

For all departments outside of Inpatient Nursing: Melynda Zarzyski, HR Talent Acquisition Manager, [mh6z@virginia.edu](mailto:mh6z@virginia.edu)