



MEMO #: 19-02

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**DATE:** February 27, 2019

**TO:** All Employees

**FROM:** Management

**SUBJECT:** Policy 3003 & MeRS & McCormick website

**EFFECTIVE:** Immediately

**POLICY 3003:**

Policy 3003 is not changing, however, the method of notification for issued attendance points will be changing starting on March 1<sup>st</sup>. Due to eCore being replaced with MeRS, you will no longer receive notifications or messages from eCore.

In the event that you call-off for an assigned shift, arrive late for an assigned shift, leave earlier than your scheduled shift end time, and/or drop a shift to another employee, you will receive an email from 'perfectforms@perfectforms.com' that will notify you that attendance points have been issued. Based on the type of event, the notification will include applicable instructions on how to have the attendance points removed.

In order to submit a request for PTO to be used for the shift modification event, you must complete and submit the "PTO Request" form that is within MeRS.

- **This form is only to be used for PTO requests due to one of the four instances stated above.**
- **All PTO request for future dates or shifts must be submitted through Telestaff.**

Unfortunately, you will not be able to see your attendance point totals in MeRS. If you would like to know the status or attendance points total, you will have to email Jason Rich at [jrich@mccormickambulance.com](mailto:jrich@mccormickambulance.com). Dispatchers, Communications Supervisors, or Field Supervisors will not have access to the official file and therefore will not be able to assist you if you have questions regarding your attendance points totals.

**MeRS:**

Once you have registered to use MeRS (by using this link: <https://app.perfectforms.com/player.htm?f=8L3FAgs!>) you will be able to access the system by going to the following website: [www.mccormickambulance.com](http://www.mccormickambulance.com) and then accessing the Employee Portal as described below.

If you are unable to login to the system, please click on the "Forgot Username or Password" button and we will be able to provide assistance.

**McCormick Ambulance Website:**

Our Company website has had some incredible updates recently and will serve as an employee portal for MeRS as well as a lot of additional information and features. Please go to [mccormickambulance.com](http://mccormickambulance.com) and scroll down to the "Employee Portal" section. Click on the Employees Only button and then enter in the password: Code3ForMe. Do not share the password with non-employees and the password will be updated on a frequent basis. Our goal is to have all things McCormick accessible through one website.