



UPA Corporate 137 Team Members  
16 Client Locations 148 Team Members  
48 UHS Practices 436 Team Members

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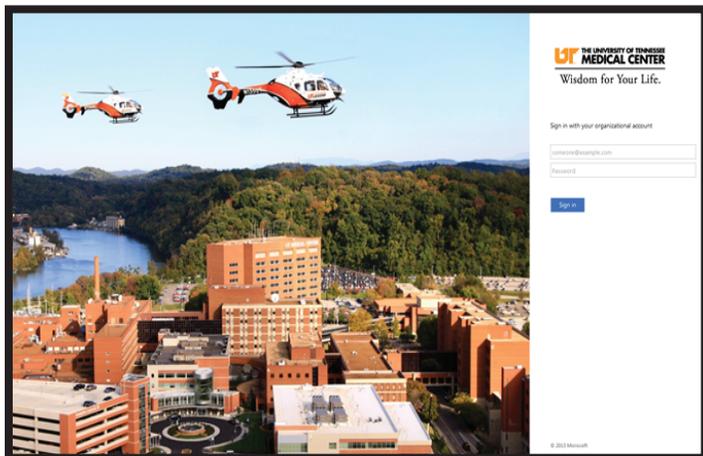
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## DEADLINE for Mandatory eLearning

eLearning is available on the Talent Management System (TMS). The deadline to complete this training is October 31, 2015.

Link below

<https://adfs.utmck.edu/adfs/ls/>



## Internal Transfer Information

Team members that are interested in position transfers must notify their supervisor of their intent to transfer. The supervisor will complete a "Transfer Evaluation Form" and collect a resume from the team member. The supervisor will then submit both documents to UPA HR.

Team members must meet the following requirements in order to be considered for a transfer or promotion:

- Complete six (6) months of employment in their current position;
- Meet the minimum qualifications of the position of interest;
- Meet job standards of current position as evidenced by last performance evaluation, if applicable;
- Have no disciplinary actions during the previous six (6) months.



## Upcoming Pay Dates

August 28

September 11

September 25

October 9



Effective August 9th, all team members should access ADP for payroll.

It's important that you verify your information in ADP to ensure that all data is accurate.

## Shape Up your Workspace

Since the early 1960s, the amount of people in sedentary or mostly inactive jobs has increased from 50 to 80%. If you're among the majority of Americans who work in front of a computer, you know that having a quality chair is a necessity. But are your chair and work space ergonomically aligned?

Here are a few ways to ensure that your work station is as "user-friendly" as possible. These tips may help prevent some of the long-term health issues that can result from sitting improperly.

### Opt for a headset

If you talk and type often, use a headset instead of cradling the phone between your ear and shoulder. This will help counteract the negative impact to your neck and shoulders from being on the phone for extended periods of time.

### Sit up straight

Most of us naturally slump forward as we get more focused on work, which requires that we make a conscious effort to maintain good posture. First rule of thumb here is to adjust your chair properly. Make sure your feet rest on the floor comfortably and your hips and knees are about level. Forearms should be level or slightly tilted upward. Place a small pillow or cushion at your lower back for lumbar support if your chair lacks that feature.

### Check your screen

Your monitor should be placed directly in front of you, about an arm's length (18 to 28 inches) away. The top of the screen should be just a bit below eye level. If glare is an issue, position your monitor so that the brightest light source is to the side.

#### Sources

<http://www.mayoclinic.com/health/office-ergonomics/MY01460>

<http://well.blogs.nytimes.com/2011/05/25/less-active-at-work-americans-have-packed-on-pounds/>

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