UPA

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Covering every degree of your resource needs

HR 360°

UPA Strong!

UPA Corporate	133 Team Members
17 Client Locations	149 Team Members
47 UHS Practices	422 Team Members

Time Matters

You are required to take an unpaid lunch period daily if scheduled to work six (6) hours consecutively. Each team member must be allowed a thirty (30) minute unpaid rest break or meal period, except in workplace environments that, by their nature, provide for ample opportunity to have lunch, rest, or take an appropriate break. The time when lunch periods are scheduled varies among locations and departments, depending on the needs of each area. Your supervisor will give you your lunch period schedule. You should clock out at the beginning of lunch and clock in upon your return. It is important to return to work on time at the end of your lunch break; failure to do so is the equivalent of being late at the beginning of your shift.

You are expected to take your full allotted time for lunch. You are required not to perform any work during your regularly scheduled lunch period, unless specifically requested to do so by your manager. In that event, your lunch will be rescheduled and non-exempt team members will remain clocked-in and be paid for the time worked.
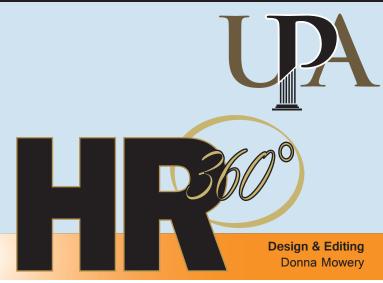
eLearning

The 2015 eLearning is now available on the Talent Management System (TMS).

The deadline to complete this training is October 31, 2015.

The TMS may now be accessed through a Single Sign On process. This means that once you are logged into your UTMC network, you will be able to launch TMS without entering another username and password. If you are logged into a device with any account other than your own account, for example Clinical, you will not be able to access your information in TMS. You must be logged in with your personal account in order to gain access. Be sure you are using Internet Explorer version 9 or greater or Mozilla Firefox.

865-670-6102

Humana *Vitality*

The numbers are in and we have over 300 team members who have completed their Biometric Screening and/or Health Risk Assessment through the Vitality program! This is a great start and there is still plenty of time until we reach the October 31st deadline. If you completed your screening through us, those results should be in the Vitality program within the next couple weeks.

UPA and HumanaVitality want to help all team members succeed within the Vitality program once they start. In order to help everyone reach their goals, we are looking for motivated individuals who are interested in becoming a Vitality Champ. As a Vitality Champ, you'll help your coworkers live healthier lives by communicating new HumanaVitality information and helping engage team members in events, promotions, and challenges. Ideally, we would like at least one Vitality Champ at each location but there can definitely be more than one.

If you are interested in becoming a Vitality Champ or to learn more about this opportunity, please contact Christi Daniels or Ashley Shipwash.

Congratulations to the follow team members for reaching Gold Status in Humana Vitality:
o   *Tia Leblanc*
o   *Deborah Cowell*
o   *Nichole Lumpkins*
o   *Gretchen Bundy*

Recognition and Congrats to Kim Wall for being our first team member to reach Platinum Status!

Your Personnel File Maintenance
You may change any of the following items in Paylocity or by contacting Human Resources:

- Emergency Contact Information
- Home Address
- Home Telephone Number
- Exemptions on your W-4 tax form

If you have a change in any of the following items, you must notify Human Resources as soon as possible:

- Legal Name
- Number of Dependents
- Marital Status
- Change of Beneficiary
- Insurance Coverage Changes