



Covering every degree of your resource needs

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University Physicians' Association, Inc.

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| | |
|---------------------|------------------|
| UPA Corporate | 148 Team Members |
| 17 Client Locations | 204 Team Members |
| 61 UHS Practices | 517 Team Members |



Payroll Services

ADP Tips and Tricks

How to View Time off Balances

On the home page, scroll down the page, look for MY TIME.

View ACCRUAL BALANCES. Or from MY TIMECARD click the Time Off Balances tab to view.

How to view Accrual Balance Details

1. Click MYSELF tab, Time Off, then Time Off Balances
2. Click on PTO or SICK under Time Off Policy
3. The next page shows Summary/Transactions
4. Click Transactions to view Earned and Taken hours.

How to request Time Off in ADP

1. Click on Request Time Off from the My Time Off section of home page.
2. Fill out the Start Day and End Day (Do not include weekends unless you work weekends).
3. Use comments box to type a note about time off that is being requested. Click Submit.

Upcoming Pay Dates

July 15
July 29
August 12



Early Access! BLACK FRIDAY IN JULY.

Save up to 45% off. Members have early access to the best deals of the season. Limited quantities available.

SHOP DOORBUSTERS ONLINE:

www.Dell.com/mpp/UTMedicalCenter

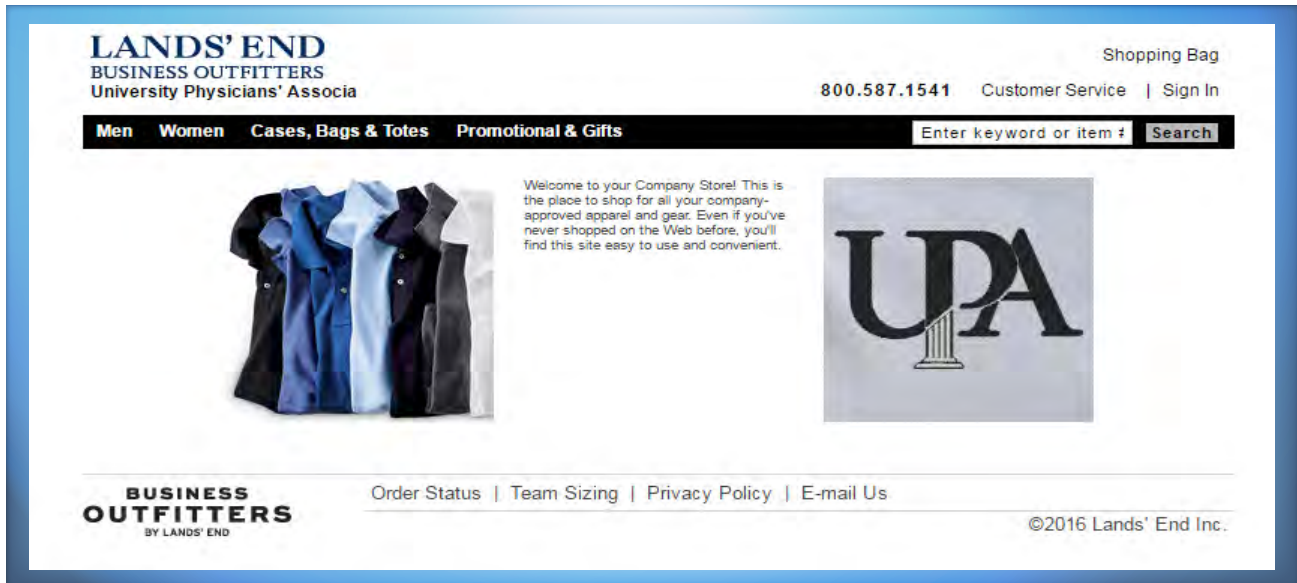
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Save the Date
2016 UPA Street Fair
Friday, Sept. 16th

UPA Merchandise Available through Lands' End



Take advantage of free shipping and free logo. Click this image to go to Lands' End or visit the Perks tab here on our website. <http://www.upasolutions.com/Team-Members.aspx>

Humana Vitality

UPA Humana Vitality Grand Prize Drawing!

UPA is excited to announce that every team member who reaches silver level status in HumanaVitality by August 31st, will go into a drawing to win 1 of 3 amazing prizes!!!

- **Grand Prize** - \$4,000 travel voucher from AAA for a vacation of your choosing
- **Second Prize** - \$2,500 Amazon Gift Card
- **Third Prize** - \$1,500 Amazon Gift Card

As well as being entered into the drawing, all team members who reach the silver level status by the deadline will receive an individual gift from UPA. Please note that any team member who is at Director level or above will not qualify for this drawing, however, you will still receive the individual gift.

ATTENTION

Online Halogen Learning

All Team Members must complete this online learning by October 31st, 2016

Team Members hired after January 1, 2016 are exempt for this year only.

<https://tms.na1.hgnccloud.com/utmck/welcome.jsp>





EARLY ACCESS

BLACK FRIDAY IN JULY.

Doorbuster deals begin at 11am EST on 7/11. Save up to 45% off.



DOORBUSTER Starts 7/11 at 11am EST

Inspiron 15 3000 Non-Touch

Stay powered up with this lightweight, 15" laptop with excellent battery life.

Market value* \$329.99

\$244⁹⁹ Member price after \$85 total savings

- Intel® Pentium® processor
- Windows 10 Home
- 4GB* memory* & 500GB* hard drive
- 15.6" HD Display

Limited quantities available

Members have early access to the best deals of the season.

DOORBUSTER Starts 7/11 at 11am EST



Inspiron Desktop (AMD)

Space-saving desktop design perfect for small spaces and ideal for expandability.

Market value* \$549.99
\$342⁹⁹ Member price after \$207 total savings

- AMD A10 Quad-Core APU processor
- Windows 10 Home
- 8GB* memory* & 1TB* hard drive

Limited quantities available



DOORBUSTER Starts 7/11 at 11am EST

Dell 24" Monitor - E2416H

A reliable and affordable monitor with essential features that meet everyday demands.

Market value* \$189.99
\$104⁴⁹ Member price after \$85.50 total savings

- Resolution: 1920 x 1080 at 60 Hz
- Widescreen Panel Display
- Connectivity: DP, VGA

Limited quantities at this price



DOORBUSTER Starts 7/11 at 11am EST

PlayStation 4 500 GB Call of Duty Black Ops III Bundle

This 500 GB PS4 console includes Call of Duty Black Ops III, Uncharted: The Nathan Drake Collection & Paragon: The Essentials Edition.

Market value* \$449.99
\$389⁹⁹ Member price after \$60 total savings

Limited quantities available

Visit www.Dell.com/mpp/UTMedicalCenter

Member ID: HS126609710

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^ΔDELL PREFERRED ACCOUNT (DPA): Offered to U.S. residents by WebBank, who determines qualifications for and terms of credit. Taxes, shipping, and other charges are extra and vary. Payments equal 3% of the New Balance or \$20, whichever is greater, shown on the monthly billing statement. Minimum Interest Charge is \$2.00. Rates range from 19.99% - 29.99% variable APR, as of 5/31/2016, depending on creditworthiness. Dell and the Dell logo are trademarks of Dell Inc.

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