



Covering every degree of your resource needs

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University Physicians' Association, Inc.

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UPA Corporate	150 Team Members
17 Client Locations	204 Team Members
61 UHS Practices	515 Team Members

Have a question or need to reference a UPA employment program, policy or procedure?

Access the UPA Team Member Handbook on the ADP website under the HOME page, under QUICK LINKS.

QUICK LINKS also has other commonly used resources such as the payroll schedule, Safety Program and Internal Vacancy list.



ADP Tips and Tricks

To view your time off balances -

1. Go to MYSELF, TIME OFF, TIME OFF BALANCES
2. Choose PTO or SICK
3. Click on TRANSACTIONS to view your time off detail

Your balance will reflect any approved time off. On the TRANSACTION screen you can select the date to view future accruals and time off balances as of that date

Changes to Direct Deposits

When you make a change to your direct deposit, you will receive a live check on the next scheduled payroll.

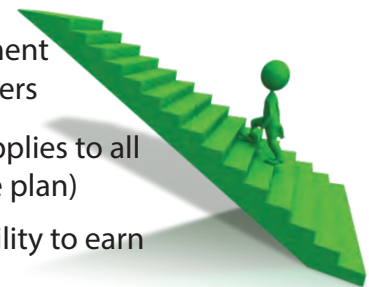
Upcoming Pay Dates

June 17
July 1
July 15



Ways to reach Silver Status by deadline - August 31, 2016

- Complete the Health Assessment for yourself and family members
- Get a Biometric Screening (Applies to all adults age 18 and over on the plan)
- Visit a partner health club facility to earn points with each workout
- Other ways to earn points - Eye Exams, Dental Visits, Blood Donations, Athletic & Sporting Events

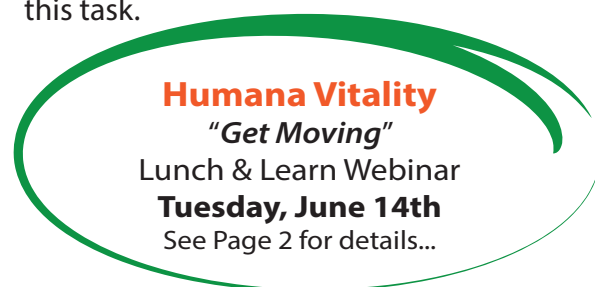


Please visit HumanaVitality.com for further resources.

Biometric Screenings:

The Vitality points for the biometric screenings that we held at onsite have now been loaded into HumanaVitality.

*IF you have not yet completed your Health Assessment, you will not see any points until it's complete. Login to HumanaVitality.com to complete this task.



Humana Vitality

"Get Moving"

Lunch & Learn Webinar

Tuesday, June 14th

See Page 2 for details...



Humana Vitality

Would you like to earn 35 Vitality points while learning more about how to stay healthy in 2016? We have the solution for you.

Join the 2016 BetterU Lunch & Learn Webinar “Let’s Move!”

These days, our work and daily lives are more sedentary than ever, but they don’t have to be! *Let’s move!* explores the difference between physical activity and exercise and focuses on helping discover little ways to add more activity into daily lives.



How can you join the BetterU Webinar?

- To register for the learning event, click on the date and time that best works for you. You only need to register and attend one session.
- Click on the “Join WebEx meeting” at the designated time & date to view the WebEx presentation. Call the teleconference line and use the access code for the audio.
- Please make sure to **sign in with your name** if you attend via WebEx to ensure you get your 35 Vitality Points for participating.

Topic	Date & Time Session	Webex Link	Teleconference Line & Access Code
Let’s Move!	Tuesday, 6/14/2016 at 11:30 pm EST	Join WebEx meeting Meeting number: 259 675 700 Meeting password: vitality	Conference Dial in: 1-800-222-0018 Conference ID: 185413673
Let’s Move!	Tuesday, 6/14/2016 at 12:30 pm EST	Join WebEx meeting Meeting number: 256 407 244 Meeting password: vitality	Conference Dial in: 1-800-222-0018 Conference ID: 185413673