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# University Physicians' Association, Inc.

Volume 4, Issue 5 May 2016



UPA Corporate 146 Team Members  
17 Client Locations 203 Team Members  
58 UHS Practices 480 Team Members



## Dell's Back to School Offer Announced!

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Payroll Services

### Upcoming Pay Dates

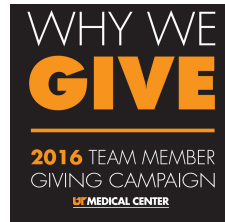
May 20

June 3

June 17

**\*REMINDER: Don't Forget to Submit PTO for Memorial Day!**

## Team Member Giving Campaign



A huge thanks to all team members that participated in the "Why We Give" Team Member Giving Campaign.

### Why I Give Stories

#### Blessed

I give because my husband and I have been Blessed with incredibly beautiful, healthy children who are now adults. There are no health issues. There never were. They are absolutely beautiful, smart, and they have everything life could possibly offer them. And so does my husband and I. We are sooo very Blessed. That is why we give.

-Donna Coletta, UPA Team Member

#### Healing Power

I chose to donate to the pastoral care fund... because I thoroughly believe THERE IS POWER IN PRAYER. The doctors at UT are wonderful, they take care of the patients with the best care possible, and it's always a comfort to know that the Great Physician is there guiding them in their decisions and care. The pastoral staff helps guide patients and family in a journey through their illness by helping them remember their faith and by helping with prayer. It's a great comfort to meet with one of the pastoral staff in a troubling time and hear a kind word and know that there are prayers going up in your name during your time of need. I want to help them with their mission however I can!

-Hope Potts, UPA Team Member



## Hospital Week Celebration Dates, Times and Locations

TO: UTMC/UHS Team Members  
FROM: Joe Landsman, President and Chief Executive Officer  
DATE: May 9, 2016  
RE: Hospital Week Celebration

The week of May 9 -13, The University of Tennessee Medical Center will celebrate Hospital Week and all of our dedicated team members. During the week, we will celebrate with our annual team member breakfast and end the week with a team member ice cream social. In addition, we are giving all of our team members t-shirts that reflect your dedication to our mission.

In addition, we are giving all of our team members t-shirts that reflect your dedication to our mission.

The medical center has earned many prestigious accolades because of all of our team members hard work. These t-shirts reflect the tributes. T-shirts will be distributed at both the breakfast and ice cream social. Thank you for all you do and happy Hospital Week.

Employees must have their employee ID to pick up a T-shirt. If a team member picks up a T-shirt for someone else, they must have that person's ID.

### **Cedar Bluff Events:**

**Friday, May 13** - Team member ice cream social in the break room of Building D from 2-3 p.m.

### **UTMC Events:**

#### **Wednesday, May 11**

- \* The Hospital Week Breakfast will be held from 5:00-9:30 a.m. in the Garden View Eatery. All UT Medical Center team members are invited to enjoy a free breakfast in celebration of Hospital Week! Also, don't miss the photo booth at the breakfast!
- \* Hospital Week T-shirt Distribution in the East Pavilion from 6:30 - 9:00 a.m.; 11:00 a.m. - 1:00 p.m.; and 4:30 - 7:00 p.m.

#### **Thursday, May 12**

- \* Nurses Change Wars ends, but you have one last chance to sabotage the other teams from 7:30 a.m. - 1:30 p.m. in the Event Space!
- \* Nurses Week Night Shift Free Ice Cream giveaway from 8:30-9:30 p.m. in the East Pavilion.
- \* Hospital Week T-shirt Distribution in the East Pavilion from 6:30 - 9:00 a.m.; 11:00 a.m. - 1:00 p.m.; and 4:30 - 7:00 p.m.

#### **Friday, May 13**

- \* Nurses Week Silent Basket Auction bidding ends at 12:00 p.m. The gift baskets will be at the UT Medical Center Gift Shop.
- \* Nurses Week Day Shift Ice Cream giveaway from 2:00-4:00 p.m. in the Garden View Eatery.
- \* Hospital Week T-shirt Distribution in the East Pavilion from 6:30 - 9:00 a.m. and the Garden View Eatery from 2:00 - 4:00 p.m.

### **Holiday Payroll Change**

We would like to make you aware of a recent change to our payroll process. Holidays will no longer be automatically populated on your timecards. A time off request will need to be submitted for all PTO going forward including the six (6) standard holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day).

#### **Instructions to submit a time off request in ADP:**

- o From the Main Home page go to the My Time Off section on the bottom left corner.
- o Click Request Time Off and follow the steps to submit your request. Your request will be routed to your supervisor for approval.

\*\* In addition, you cannot "save" holidays to use for personal time. PTO should be entered by your supervisor for all holidays that are not worked.

We appreciate your cooperation.



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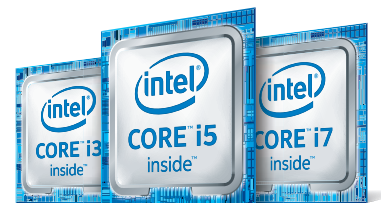
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