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Vacation Accrual Cap



This is a reminder that effective with the pay period ending June 25, 2016: all vacation accrual balances for faculty, non-unit employees, NAGE and MNA employees that exceed the maximum accrual cap of 240 hours will automatically be reset to 240 hours. This is in compliance with HR Policy 06.01.14.

To avoid the loss of any vacation hours, we suggest the following:

For Employees

- You must take all vacation over 240 hours before 6/25/16. Please keep in mind that you will receive a vacation accrual for the pay period ending 6/25/16 that will not appear on your pay stub.
- Any hours over this cap will automatically be reset to 240 hours and will appear on your pay stub on 7/1/16.
- If your vacation accrual (including the accrual noted above) totals more than 240 hours, discuss your need to use vacation time with your manager. Your manager must approve your planned vacation time in advance.
- Periodically check your vacation accrual, as you continue to earn time throughout the year.
- Please ensure your vacation time has been entered into the Time Reporting system by 6/25/16.

For Managers

- Check each employee's accrued vacation hours by using [HR Direct](#) to access **HR Summit** (the UMass Enterprise Reporting System for managers). Keep in mind that the employee's vacation accrual for the pay period ending 6/25/16 will not appear in HR Summit before the 6/25/16 deadline.

- Work with your employees to plan for their use of accrued vacation time over 240 hours. Any hours over this cap will automatically be reset to 240 hours and will appear on the employee's pay stub on 7/1/16.
- Consider your department's business needs and commitments when planning for and approving employee vacation time.
- Please ensure all time (including vacation) has been approved in the Time Reporting system by 6/25/16.

Please direct any questions pertaining to accrued vacation to the Human Resources Service Center by calling 508-856-5260.

Updating Beneficiary Information



Life goes by so quickly and we experience many changes in our lives. As these changes occur, it is worth thinking about how they impact your benefits and your beneficiaries.

It is important to review your beneficiaries for your life insurance and retirement accounts periodically and make the necessary changes.

If you wish to update your beneficiaries, please email the Benefits Department at Benefits.UMMS@umassmed.edu or call Benefits at 508-856-5260, option 1 to request a beneficiary form.

UMMS Offers Lynda.com Training



The UMMS HR Communications, Learning & Development Department offers a leading online learning platform called Lynda.com to employees at UMMS. Lynda.com can help employees learn business, software, technology and creative skills to achieve professional goals. Lynda.com offers an online video training class library and allows employees to use assessments, practice environments and playlists to facilitate training.

To learn more about Lynda.com and how we can help facilitate the training platform for you and/or your team, email LandD@umassmed.edu. Below is a list of some Lynda.com online class categories:

- 3D + Animation
- Business
- Developer
- Education & Elearning
- IT
- Marketing
- Photography
- Video
- Web

Take Advantage of Extras



One of the terrific benefits you get as a UMMS employee, is the ability to take advantage of some great discounts and extras. These discount and extras that UMMS employees are offered include conveniences, free software, banking and legal services, wellness discounts, tuition benefits and more! Employees can learn more by accessing the Onboard at UMMS website and clicking [on the Extras tab](#).

New Hire Blog Launches



A new blog is available to new hires on the Onboard at UMMS website. This blog is a great place to connect with other new employees and learn more about our culture and community. We will schedule some meetups and lunches during the new hire's first few months so all new hires can connect with one another.

We invite new hires to post questions and comments. They are encouraged to help answer questions for others as well. The transition into a new role should be as smooth as possible and we want to set new hires up for success.

To learn more about the blog and upcoming meetups and events, click [here](#).

Call for Mindfulness Champions: Bring Mindfulness Practice to Your Workplace



Have you completed mindfulness or meditation practice training?
Do you regularly practice meditation?
Would you like to share the benefits with others in your workplace?
Have 15 to 30 minutes per week to volunteer?

Learn how to bring mindfulness practice to your work location at Mindfulness Champions training being offered by UMass Medical School's Center for Mindfulness.

Date: Thursday, July 14, 2016

Time: 6:00 p.m. - 8:00 p.m.

Location: Center for Mindfulness, Hoaglan-Pincus Building, 222 Maple Ave., Shrewsbury, MA.

To register, click [here](#).

Upcoming Diversity & Inclusion Events



As the Commonwealth's first and only public academic health science center and the largest non-for-profit health care system in Central Massachusetts, diversity is inherent in our UMMS mission and integral to our identity. The multiculturalism of the patients we serve, our diverse faculty, staff and student body, and the diverse communities we are part of, create unique opportunities for leveraging our differences as fundamental to our institution's excellence. Our work is a global effort enhanced by the great diversity of the local and regional communities in which we live and serve.

The following events are sponsored by the Diversity & Inclusion's Office:

Wednesday, June 15, 2016

[Introduction to Mindfulness Monthly Sessions: CFM - Hoagland-Pincus Center - Shrewsbury](#)

Time: 5:30 p.m. - 7:30 p.m.

Location: Center for Mindfulness, 22 Maple Ave., Shrewsbury, MA

In this 2-hour introductory program, learn what mindfulness is - and is not - and how it might be of value to you or someone you care for who is suffering from stress, pain, anxiety, or illness.

For UMMHC and UMMS Patients, Medical and Mental Health Professionals, Employees, Faculty & Staff and Students.

To register, click [here](#).

Saturday, June 18, 2016

[Multicultural Women's Health Summit - Free community Health and Wellness Event](#)

Time: 8:30 a.m. - 4:00 p.m.

Location: UMass Medical School Lobby

The Multicultural Women's Health Summit is a free day-long health and wellness community event sponsored by the UMass Memorial Health Care and hosted at UMass Medical School. The theme is *Celebrating You and Your Health*. The day is designed not only to be informative but inspirational and motivational. Dr. Myechia Minter-Jordan, MD, MBA, physician, community health leader and President & CEO, The Dimock Center will be the keynote speaker, and Latoyia Edwards, Emmy-Award winning Morning News Anchor, New England Cable News (NECN) will be the opening and closing speaker. A continental breakfast and healthy lunch will be provided along with free health screenings and health and wellness presentations on topics important to women's health.

Free shuttle services from select locations and free childcare will be provided with advance registration. Parking is also free. Invite your friends and family. You will leave informed and inspired. Registration is required.

To register [click here](#) or visit <http://www.bit.ly/umassmwhs>.

Tuesday, June 21, 2016 - Tuesday, July 26, 2016

Orientation (required) June 7, 6:00 p.m. - 7:00 p.m.

[Mindfulness@Work™ for UMMHC Clinicians: Learning to use mindfulness in your clinical work](#)

Time: 6:00 p.m. - 7:00 p.m.

Location: Center for Mindfulness, 22 Maple Ave., Shrewsbury, MA

Mindfulness@Work™ for Clinicians is a six session course designed to teach you a wide range of mindfulness skills aimed at enhancing concentration, resilience and well-being in the challenging

environment of health care. Through experimental exercises, didactic presentations, and interactive group formats, participants will systematically explore the integration of mindfulness into clinical work and everyday life. Made clear and pragmatic through direct experience, Mindfulness@Work™ for Clinicians draws on your own inner resources for learning, growing, healing and for integrating mindfulness into clinical practice.

To register, click [here](#).

Human Resources Job Spotlight



Employee **referrals** are one of the most effective ways of finding **the best candidates for the job**. Therefore, we encourage you to please share these hot job opportunities with friends who may be a good fit for the job opening or who will forward the job description to their network of contacts. Thank you in advance for your support!

To apply for these jobs and/or to email the jobs to a friend, click on links below and then click on the "Refer a Friend" or the "Apply Now" button on the page.

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Human Resources - Helping  Make a Difference in Everything We Do

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