

- ❖ Intranet functions for LM1 AMDs ([Landmark HOME - Home \(sharepoint.com\)](#)) as a common start point for Landmark device users.

- [Sparq](#): UHG's Intranet.
 - Manager center: includes Common Language of Leadership (CLL), how to develop as a people leader, and for finding UHG policies that govern not only your job but those of the APCs on your team.
 - Time and Leave policy
 - Pay and Compensation
 - Common Review
 - Policies: Searchable on Sparq

➤ [Helloignite!: Optum Partner Services \(OPS\)](#) at <https://helloignite.io/loginpage>

- Your quick links to AMD payroll and benefits, Fidelity, LOA instructions, Health plan benefits, PTO.
- Applies to AMDs and some APCs
- OPS Employment Policies and Job Aids: info on basic Policies for Leaves, disabilities, time off, etc. Take note of state specific policies.
- Telecommuting: Remote employees have the same expectations as non-remote employees, including attendance, salary and benefits, and job performance expectations (must “meet” or “exceed” expectations). Telecommuting is not a replacement for childcare or dependent care, and employees are expected to be available during all the working hours they are assigned. They should have a dedicated workspace that is separated from the other non-workspace areas of the home and that can be secured to maintain PHI and other security information. They must be able to receive high-speed internet service using an approved ISP. More information can be obtained on Sparq.
 - Compliance with the signed telecommuter form that supervisors approve in GSS
- APCs and LM1 Physicians are Exempt employees (Salaried)
- Landmark legacy practice: AMD hours are not set, but there is the expectation that all AMDs will be present for most of the business hours during the week (Exception made for AMD with agreed to working hours of 12-8pm EST Monday-Friday). Exceptions for other professional activities or personal activities are

usually not a problem if the rest of the AMD team is aware and time is blocked off as “Out of Office” on teams. It is most important to be available for as many meetings as possible, for LM1 APC outreach, and APC oversight (1:1s, APC monthly meetings, etc.). Occasionally, LM1 APCs may reach out after hours for oversight if they are aware an AMD is still available and has volunteered to be so. This does not pertain to being “on call” however.

- [OPS Provider Liaison List](#) at Helloignite
- Payroll Calendar with company holidays: [2024](#)
- [HR Direct](#): PTO trackers and FAQs, Employee Referrals
 - 1-800-561-0861
 - If contemplating putting a team APC on a CAP, call HR Direct for guidance first (see CAP section)
 - Alternatively for OPS, refer to the People Business Consultant (currently Lori Albsmeier)
- [GSS](#)
 - MSID and PW
 - Employee Quick Links: View Paycheck, Tax forms
 - Self Service: Can update your own personal info
 - Manage Self Service: Manage Delegation, Update Proxies to another AMD if going on LOA, or changing team members
 - Termination of employee: will find where to accept an APCs voluntary termination.
 - MAP Work Center: Corrective Action Reports, Create or Access Manager Reviews for Common/ Interim Review creation
 - Delegate Time entry and Time approval to Adrienne Moltz with new team members (for payroll).
 - Avoid using back button, instead find another page by clicking on Main Menu or Manager Self Service again