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# Management Update

**May 8, 2013**

## Manager Action Items

### Happy National Hospital Week and National Nurses Week

As Children's continues to celebrate National Hospital Week and National Nurses Week, there are a few theme days left to remember this week.

- **Thank You Thursday, May 9:** Children's says "Thank You" with a special gift. Managers, arrange to have someone from your department pick up your teams' gifts. (See the [distribution list](#), organized by supervisor, for the names of employees within your department, and the [distribution plan by campus](#). Contact [Wytaria Henley](#), ext. 57232, with questions.)
- **Fun Friday, May 10:** Wear your favorite Children's T-shirt and make time for fun during the day. Managers are encouraged to bring in board games or plan other fun activities.
- **Super Saturday, May 11:** Weekend staff can dress up as the superheroes they are. Departments also may want to arrange potlucks and board games. Join the celebration by planning for local events and celebrations within your department.

## What to Do

As referenced in this week's Management Update:

- ▶ Happy National Hospital Week and National Nurses Week.
- ▶ Note: New employee badge rollout coming soon.
- ▶ Reminder: Cash out PTO through Saturday, May 11.
- ▶ Submit Management Update articles to [Kendall Gilliland](#) by 5 p.m., Monday, May 13.

### Prepare for Distribution of New Employee Badges May 20

Beginning Monday, May 20, the Children's Security team will distribute new badges to employees, physicians and volunteers. Security has updated the new badges to align with security best practices and to incorporate the new Children's logo.

Read more about changes on [Careforce Connection](#), and review the distribution schedule below. Make plans to pick up badges for your cost center. Collect team members' old badges while distributing new ones, and use this opportunity to remind staff about the [policy for employee badges](#). Security will deactivate all old badges two weeks after each campus rollout.

- Monday, May 20—Egleston, Security office next to the front desk, 10 a.m.-12 p.m.
- Monday, June 3—Scottish Rite, outside the main auditorium lobby, 10 a.m.-12 p.m.
- Monday, June 3—Neighborhood locations, Security will deliver badges to managers
- Monday, June 17—Hughes Spalding, HR office, 9-11 a.m.
- Monday, June 17—The Park, 1600 front desk, 10 a.m.-12 p.m.

- Monday, June 17—Marcus Autism Center, Sue Dale's office (#347), all day

Note that Emory-Children's Center employees will not receive new badges until Monday, July 1, and residents and fellows will be responsible for going to Security to have new badges made.

Contact an [HR manager](#) or a member of the [Security Services team](#) with questions.

## Share With Staff

### Nurses: Attend Upcoming Discussions

All nurses should attend the following upcoming roundtable discussions with Chief Nursing Executive, Joyce Ramsey Coleman.

- Thursday, May 9—Scottish Rite, Boardroom, 7-9:30 a.m.
- Saturday, May 11—Egleston, Classroom 5, 7-9:30 a.m.
- Saturday, May 11—Scottish Rite, Boardroom, 11 a.m.-1:30 p.m.

Drop in at any time between 7-9:30 a.m. Note the time change for the session at Scottish Rite Saturday, May 11. During these open discussions, Joyce encourages nurses to bring their questions, concerns and ideas. For these meetings, she would like nurses to consider the following question: What inspires you about being a nurse?

### Reminder: Employees Can Cash Out PTO Through May 11

Twice per year, employees who accrue staff paid time off (PTO) can cash out their balances in excess of 100 hours.

Cashed-out PTO is paid at 90 percent of an employee's normal pay rate. State and federal law require that PTO lump-sum payments also be taxed at the flat rate of 38.65 percent (federal: 25 percent; FICA: 7.65 percent; state: 6 percent). HR will accept requests to cash out PTO April 28-May 11.

For more information, visit [Careforce Connection](#). Contact the [HR Service Center](#), ext. 54747, with questions.

## Key Dates

**May 19:** [2013 Georgia Walk Now for Autism Speaks](#)

**June 8:** [Strong4Life Superhero 5K and One-Mile Fun Run](#)