

From: Internal Communications
Sent: Wednesday, May 29, 2013 2:36 PM
To: Internal Communications
Subject: Management Update - May 29, 2013

Management Update



May 29, 2013

Manager Action Items

Take Note: Updated Celebrations Site Launches Next Week

Total Rewards is excited to announce the relaunch of the Children's Celebrations site. With the new Celebrations, you can prepare and send a Celebrations email in two minutes or less. The e-cards have been updated to include the option of sending Awardperqs or gift cards along with recognition.

The Children's Celebrations program is the preferred way to recognize someone for a job well done or celebrate a personal milestone. The new site launches next week. Stay tuned for further details on the options available to managers.

Pick Up New Employee Badges

The Children's Security team has begun distributing 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 the 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, 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 pick up their badges. Physicians employed or managed by Children's will receive their badges from their practice managers.

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

What to Do

As referenced in this week's Management Update:

- ▶ Take Note: Updated Celebrations site launches next week.
- ▶ Save the date for Town Halls with Donna Hyland.
- ▶ Volunteer for WSB Care-a-Thon, June 25-26.
- ▶ Submit Management Update articles to [Kendall Gilliland](#) by 5 p.m., Monday, June 3.

Share With Staff

Save the Date for Town Halls with Donna Hyland

Donna Hyland will be hosting Town Halls throughout the month of June. Employees are encouraged to bring their questions or submit questions to askdonna@choa.org.

- Monday, June 10—Hughes Spalding, Third Floor Conference Room, 10-11 a.m.
- Wednesday, June 12—The Park, Classroom 5, 10-11 a.m.
- Thursday, June 13—Scottish Rite, Auditorium, 2-3 p.m.
- Tuesday, June 18—Egleston, Classrooms 5, 6 and 7, 11 a.m.-12 p.m.
- Tuesday, June 25—Marcus Autism Center, BellSouth Conference Room, 8-9 a.m.
- Wednesday, June 16—The Park, Classroom 5, 10-11 a.m.

Save the date and bring your questions. Light refreshments will be served.

Volunteer for 95.5 FM and AM 750 News/Talk WSB Care-a-Thon

It's almost time again for the 13th annual WSB Care-a-Thon. The event, which benefits the Aflac Cancer and Blood Disorders Center, takes place Thursday, July 25 and Friday, July 26 at the WSB call center, located at 1601 West Peachtree Street.

WSB hosts Scott Slade, Neal Boortz, Clark Howard, Herman Cain and other WSB staffers have raised more than \$12.5 million for Children's, but it's volunteer support at the phone bank that's helped make the Care-a-Thon the success it is year after year.

Children's and WSB invite employees to volunteer at the call center. For more information, visit [Carefore Connection](#).

Be Aware: OmniCell Cabinets Change as New Badges Roll Out

Supply Chain will modify its OmniCell supply cabinets to ensure a smooth transition for all users during the new badge rollout. Note the following changes:

- If you are a current OmniCell user and a Children's employee, you will access the OmniCell cabinets using your employee ID number (a six-digit number assigned to each Children's employee). You will continue to have access to the cabinets by swiping your (new or old) employee badge, or by manually keying in your employee ID number.
- Current OmniCell users that are not Children's employees will continue to access the cabinets using the six-digit code on the back of their badge. Once new badges are distributed at each campus, old badges will no longer access the cabinets, but old badge numbers will continue to be a valid login during a brief interim period. New badges will immediately allow swipe access to the OmniCell cabinets, and new badge number will become the user ID. When picking up a new badge from Security, notify the Security team if you are an OmniCell user so they can verify that your card is programmed correctly to ensure appropriate access.

The Supply Chain team is confident that this update will improve the end-user experience as it relates to supply access. Contact [Bob Rising](#), ext. 58884, or [Jeff Geisert](#), ext. 55784, in Supply Chain with questions.

Key Dates

May 20-June 17: [New Badge Rollout](#)

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