

Asbury Update

Employee News and Information

February 2022

W2 Forms Now Available

Employees who have agreed to receive their electronic W2 form are now able to access it through HR Direct. Those who have not previously consented to receive their W2 electronically will receive their form in the mail.

To find your W2 online, go to HR Direct and click on the Pay icon. From there, select Year-End Documents.

If you did not previously give consent but would like to receive your W2 electronically going forward, go to HR Direct, click the Pay Icon, and select Document Delivery Preferences.

Healthy Reminders

For Flu and COVID season

- Wash hands often
- Wear a mask
- Keep distance

Café Specials & Events

February 2

Tator Tot Day Nachos

February 4

Popcorn Day and \$3 special

February 8

"Love is Sweet" Parfaits for a limited time or while supplies last (\$2.99)

February 9

Pizza themed special

COVID Positive Five Day Early Return-to-Work Program

Staff who have recently tested positive for COVID-19 and are asymptomatic or have mild and improving symptoms can choose to return to work after five days of isolation, provided they receive a negative at-home antigen test on day five.

Staff may visit a UPMC site to obtain a no-cost, at-home test, or they can choose to purchase a test through a local clinic or pharmacy. These will be available to staff only for the purpose of helping asymptomatic or mildly ill health care workers safely return to work earlier than 10 days. Antigen tests are not for use outside of the COVID Positive Five Day Early Return-to-Work Program.

Before completing an antigen test on day five, staff must notify their manager that they're feeling better and plan to participate in the voluntary COVID Positive Five Day Early Return-to-Work Program.

Introducing Journeys Now in HR Direct

Journeys are interactive, step-by-step guides in HR Direct that enable you to easily accomplish a variety of tasks, actions, and report life events. Offering a user-friendly experience, Journeys are accessible 24/7, and enhance the way staff is supported.

Search "Journeys" in Infonet to get started.

Stay Healthy, Active During The Winter

MyHealth OnLine is still a great resource to find wellness activities during these cold winter months. Shoveling snow is one of the activities on the [My Activity Tracker](#).



My Activity Tracker lets you record your daily activity using either minutes or steps for more than 180 different activities. This tool also allows you to configure your favorite workouts for easier reporting.

Senior Services Suggestion Box

[Click this box to access the form!](#)

As part of our continuous improvement efforts, Human Resources has created an online suggestion box for you to share your feedback.

Suggestions will be reviewed on a monthly basis.

Rebecca Staley, Sr. HR Consultant
412-756-3562
gloffr@upmc.edu

Free COVID Tests And Reimbursement for Paid Tests

The government is giving four free COVID rapid (antigen) tests to each household (one package of four per address). Fill out the form online at <http://covidtests.gov> and the test kits will be mailed to your address.

Also, employees who have health insurance through the UPMC Health Plan are eligible for reimbursement for COVID testing kits.

Each member on your policy can request reimbursement for up to 8 tests per calendar month, per member. Please note each test counts towards the total of 8 per calendar month, not each kit. Example: The COVID At Home Test Kit you purchased has two tests in the kit. This will count as 2 tests with 6 eligible tests remaining for the calendar month.

Instructions for Reimbursement for At-Home COVID-19 Tests for UPMC Health Plan Members

Please complete [this reimbursement form](#) for anyone in your household who has purchased an FDA-authorized COVID-19 test. Only tests purchased at a U.S. retail store or website on or after January 15, 2022 are eligible for reimbursement. This form is for commercial members only. Incomplete submissions may result in a claim denial.

Welcome to Work Day

Welcome to Work Day is a monthly chance to THANK YOU for the work you do everyday.

During our most recent Welcome to Work Day on January 27, employees and contracted staff were offered a piece of free chocolate cake in celebration of National Chocolate Cake Day, which happened to be the same day.

Thank you for everything you do for those who call Asbury home. Your efforts make a positive difference for the residents and their families.

Our next Welcome to Work Day is scheduled for Friday, February 4 held in conjunction with Popcorn Day. Mark your calendar!



Recognize Your Coworkers

There are several ways to recognize your co-workers for a job well done. One of these ways is to nominate them for the **Above & Beyond** award.

Above & Beyond is an opportunity to acknowledge those who go out of their way to provide services that go beyond the expectations of residents, guests, and one another. Nominations can be made throughout the year by going to the Infonet. Nominate someone for [Above & Beyond](#). Deadline for nominations: **March 31**

Receive a Call From the Ombudsman?

An ombudsman is a public official trained to advocate and act at the direction of the individual receiving services, such as the residents of a skilled nursing facility. He or she will help address and remedy any concerns residents may have about the care they receive - including their rights, health, safety, and welfare.

If you receive a call from the ombudsman, please forward them to one of the administrators on campus.

Holly VILLELLA, skilled nursing center: 412-571-5035
Kevin Bushmire, personal care: 412-571-5380
Ruku Phanse, personal care: 412-571-5015

Employee Perks

Did you know there are hundreds of perks and discounts available to you as a UPMC employee? Dive into the discounts by visiting [UPMC's perks website!](#)

Campus-Wide Themed Day



Our next campus-wide themed day is **Popcorn Day** on **Friday, February 4!** Get ready for a blast of buttery goodness as we continuously pop fresh popcorn in the Mall throughout the day.

Wear jeans and enjoy the day!

Getting to Know You

Let's give a warm welcome to our new co-workers! We're happy that you're here and look forward to working with you.



Sarah Mateja

Job Title: Wound Care Specialist
Location: Nursing Center

"I am diabetic and I love baking."



Whitney Nixon

Job Title: CNA
Location: Nursing Center

"I love to help people and leave them with a good memory."

We will be contacting new employees every month for this section. Check your UPMC email account for your opportunity to be featured or contact Jon Ebel at ebeljt@upmc.edu.

UPMC's Core Values

Quality & Safety

Dignity & Respect

Caring & Listening

Responsibility & Integrity

Excellence & Innovation

Dignity & Respect Champions

Dignity & Respect Champions are those who lead by example and incorporate the values of respect and inclusion into their daily work. All UPMC employees are eligible for nomination. Visit Infonet for a complete list of criteria for candidates. Learn more about [Dignity & Respect Champions](#).

February 2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--------------------------------------|-----------------------------------|-------------------------|--|---|
| 30 | 31 | 1 | 2 Groundhog Day LaNiece Butler | 3 | 4 Popcorn Day PAY DAY John Murawski | 5 George Millich (21) |
| 6 Rhonda Patterson (4) | 7 | 8 Michael Huggins Stan Muldrow | 9 | 10 | 11 Anthony Morgan (9) | 12 Diane Hustava Loretta Ritts (21) |
| 13 Ashton Molinaro Victoria Smith | 14 Valentine's Day Dawn Washington | 15 Glorimar Beck | 16 | 17 Brandi Coffey (5) | 18 PAY DAY | 19 |
| 20 Todd Clutter | 21 Steven Yarros (5) | 22 Sherry Garner (10) | 23 | 24 Robert Mwangi | 25 | 26 |
| 27 | 28 Tiana Key Susan Miller Jessica Stanley | 1 | 2 | 3 | 4 PAY DAY | 5 |

Asbury's Yammer Group

Ask questions, connect with others, praise co-workers, and create polls. Yammer is a tool that allows you to interact with the entire Asbury team and be more in the know. Yammer is similar to other social networks, but is only for UPMC employees. [Check out Asbury's Yammer group today!](#)

ASBURY HEIGHTS

Part of UPMC Senior Communities
700 Bower Hill Rd.
Pittsburgh, PA 15243
412-341-1030
asburyheights.org



Jeans Day
Jeans are only permitted on days where this symbol appears.

Birthday
Anniversary (# of years)

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Part of UPMC Senior Communities