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[**Weekly Relays User Guide**](https://ispace.utmb.edu/xythoswfs/webview/_xy-12470404_1)

**TOPICS LEGEND**

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| C:\Users\krhensle\Desktop\SMALL LOGO (2).jpg | | WEEKLY RELAYS | | **June 18, 2020** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| Kronos Upgrade Coming July, 2020  Join IS for live Kronos demo webinars discussing the new look and feel updates for all employees, new mobile application practices and new features available for timekeepers and managers, along with “Play before Pay” practice scenario opportunities.  Training webinars based on your role begin June 17th  [**REGISTER ONLINE NOW**](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Finnovation.utmb.edu%2FTrainingGateway%2F%23%2F&data=02%7C01%7Cadblock%40UTMB.EDU%7C0937e65128104d83a28c08d81113cf77%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C637278124253421723&sdata=tPkvfmbQcHidonBrXmwiTV03xpa3m5EeOzupbdOFgdI%3D&reserved=0)**!**  Select "Kronos" under the By Application tab to review available dates and times. Your confirmation email will contain the information needed to join the webinar.  Everyone will need to sign up for a training!  Email: [**IS Training**](mailto:ishelp@utmb.edu?subject=Kronos%20Upgrade%20Coming%20July,%202020)  Phone: (409) 772-5200 | | | **Monthly financial update—results as of May 31, 2020**: For the month of May, UTMB’s adjusted margin was $1.1 million, which was $5 million better than planned. This favorable budget variance was largely attributed to federal stimulus funding and the “8 in 8” initiative. Year-to-date results were worse than planned by $31.7 million with an adjusted margin loss of $69.7 million. UTMB’s overall results, as with most health care organizations, continue to be impacted negatively by COVID-19. Please ensure you continue to manage expenses during this difficult time. While the next few months may be challenging, your efforts are essential to the continued long-term success of UTMB’s mission.  **Annual required training**:The institutional deadline for all employees to complete their annual required training for FY20 is August 31. UTMB is unable to host any in-person training sessions this year due to social distancing issues presented by the COVID-19 pandemic, so please take a few minutes today to log in to the UTMB Learn system at <https://learn.utmb.edu> and complete any remaining courses and activities online. Employees who do not finish their training by the institutional deadline will be suspended without pay until all requirements are met. For questions or concerns about your assigned training, please contact your manager or the course owner listed in UTMB Learn. For technical issues, please contact the UTMB Service Desk at [ishelp@utmb.edu](mailto:ishelp@utmb.edu).  **UTMB’s Annual Space Survey**:To support effective planning and management of UTMB’s space and to meet state and federal guidelines, the Facilities Portfolio Management department is currently conducting UTMB’s Annual Space Survey. The survey of UTMB’s more than 31,000 rooms is used for internal and external reporting, space allocations and remains a vital part of our overall strategic planning and operational effectiveness. Your departmental representative is responsible for updating all space usage in the Archibus software system by July 31. A listing of the departments and the respective representative can be found at <https://utmb.us/44q>. Because of the ongoing COVID-19 pandemic, we are waiving the requirement for Health System departments to complete the survey this year. For questions, please contact Sarah Gardescu, Facilities Information manager, at [sagardes@utmb.edu](mailto:sagardes@utmb.edu).  **Mandatory training for timekeepers and managers—Kronos is changing in July**: Get more details and sign up now for training on the Kronos version 8 upgrade. Webinars are available from June 17 until July 14 for timekeepers, managers and employees. Please be advised that training is required for timekeepers and managers. Save your spot now at <https://innovation.utmb.edu/TrainingGateway/#/>. | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Supply Chain Optimization process will cause temporary closure of PeopleSoft FMS**:The PeopleSoft FMS system will be closed to all users starting June 26 at 9 p.m. to allow for Supply Chain Optimization, an effort to improve and optimize the supply chain processes at UTMB. The FMS system will be back up and available June 29 at 6 a.m. This initial rollout will impact the Galveston Campus, with a subsequent go-live for the remaining campuses (League City, Angleton and Clear Lake) tentatively scheduled for September. We appreciate your patience as we work toward a better UTMB.  **COVID-19: Novel coronavirus updates  Updated guidelines for use of non-clinical spaces on UTMB campuses:** As we prepare for the return of students to campus, the COVID-19 Clinical Task Force, in collaboration with Business Operations and Facilities, is expanding use of automated health screening stations to non-clinical buildings with classrooms and conference rooms. For more information on the stations, as well as symptoms to watch for, capacity limits for classrooms and conference rooms, updated masking requirements for all employees and other safety measures, see the [June 15 message](http://intranet.utmb.edu/iutmb/article/2020/06/15/updated-guidelines-for-use-of-non-clinical-spaces-on-utmb-campuses).  **COVID-19 site:** You can find the latest information regarding UTMB’s institution-wide response online at [www.utmb.edu/covid-19](http://www.utmb.edu/covid-19).  **Patient centeredness tip of the week:** Demonstrating respect is an essential component of our responsiveness to patient needs. In today’s “now” culture, patients are becoming less accepting of wait times. Overlooking or not acknowledging extended wait times implies the patient’s time isn’t valuable and could be perceived as a sign of disrespect. Demonstrate respect this week through the following actions: acknowledging and listening to the patient’s perspective and by managing expectations at admission. The Studer Group says, “Delivering a memorable patient experience isn't just about nursing. The whole team has to consistently deliver with every patient, every time. On-the-spot service recovery is everyone's job.” | | | **Weekly Wellness recap:** Shared by the UTMB RISE (Resilience in Stressful Events) Task Force, these tips are just one way we can all work to stay emotionally healthy during the COVID-19 pandemic. For more information on resiliency, visit <https://utmb.us/424>.   * **Focus on SPIRIT—**Revisit being grateful today. Send a note, text or email to someone unsuspecting whom you are grateful for. Make their day...and yours. * **Focus on BODY—**Avoid sitting for prolonged periods today. Stand or move around every hour. Do a stretch found on the UTMB RISE website. Too much sitting is linked to a shortened life span. * **Focus on MIND—** Read or learn something new today. An article, a book chapter, a TED talk. Open your mind to new possibilities, beliefs and interests. * **Focus on SPIRIT—** Laugh today. It's good for your body, mind and spirit. Even the small act of smiling can prompt your brain to get ready to release those feel-good hormones. * **Focus on BODY—**Make at least one healthy food choice today. Eat a smaller portion or a balanced meal or snack with protein, carbohydrates and fat. Be proud of yourself for these small steps. * **Focus on MIND—**Quiet the mind at some point today to reduce your stress. Take a moment before bed to write your thoughts on paper or try a brief meditation before work**—**see the [UTMB RISE website](https://utmb.us/424) for one. * **Focus on SPIRIT—**Self-reflect today for personal growth. Consider a journal to become aware of thoughts that float around in your head. Create space for being open and kind. | |
| **DID YOU KNOW?** A proven leader in the realm of infectious disease research, UTMB has submitted more than 130 applications for COVID-related research funding that would amount to a total of approximately $55 million. As of June 15, 41 of these applications have been funded, securing nearly $12.5 million for our UTMB researchers to put toward efforts to counter this novel coronavirus. For more information on UTMB’s research enterprise, visit <https://research.utmb.edu/>. | |