

NEWS YOU CAN USE

Bright Ideas at Emory



We're looking for the problem-solving ideas and suggestions that can only be generated in the imaginations of our employees. If you have a creative idea for a new initiative or a solution to some problem in the workplace, big or small, we want to hear about it.

Let us know how we can:

Improve working conditions
Increase efficiencies
Save time and money
Boost workplace productivity
Increase safety
Enhance customer service
Streamline administrative processes

Submit your Bright Idea: <http://brightideas.emory.edu>

1. To submit a Bright Idea, log on and select the "Submit a New Idea" link in the left side navigation bar
2. Enter your network ID and password (if you do not know your network ID and/or password, please call the helpdesk at 404-727-7777)
3. Select "Continue". At this point you will be brought to the Bright Ideas portal.
4. Select the "New Bright Idea" button. A new window will pop-up which will ask you to enter a name for your idea and to answer 4 basic questions.
5. After you answer the questions, you may also select "Add Attachment" to include materials to support your Bright Idea.
6. Select the "Submit" button to enter your new idea into the review process.

If you do not have computer access, you can ask your HR Representative for a paper submission form or use one of the several kiosks across campus including: FM Building C Breakroom; DUC Lobby; Benefits Department, 1599 Clifton Road; Cox Hall; and, White Hall.

Recognitions and Awards

In recognition of your contributions to the Bright Ideas program, there are various categories:

Staff Fest Recognition and "Submitted Ideas" Prize Drawing

All employees who submit ideas will receive special recognition at Staff Fest. Submitted ideas that do not receive awards will be entered into a Bright Ideas Submitters drawing for a prize at Staff Fest. *You do not need to be present to win.*

Quarterly Awards

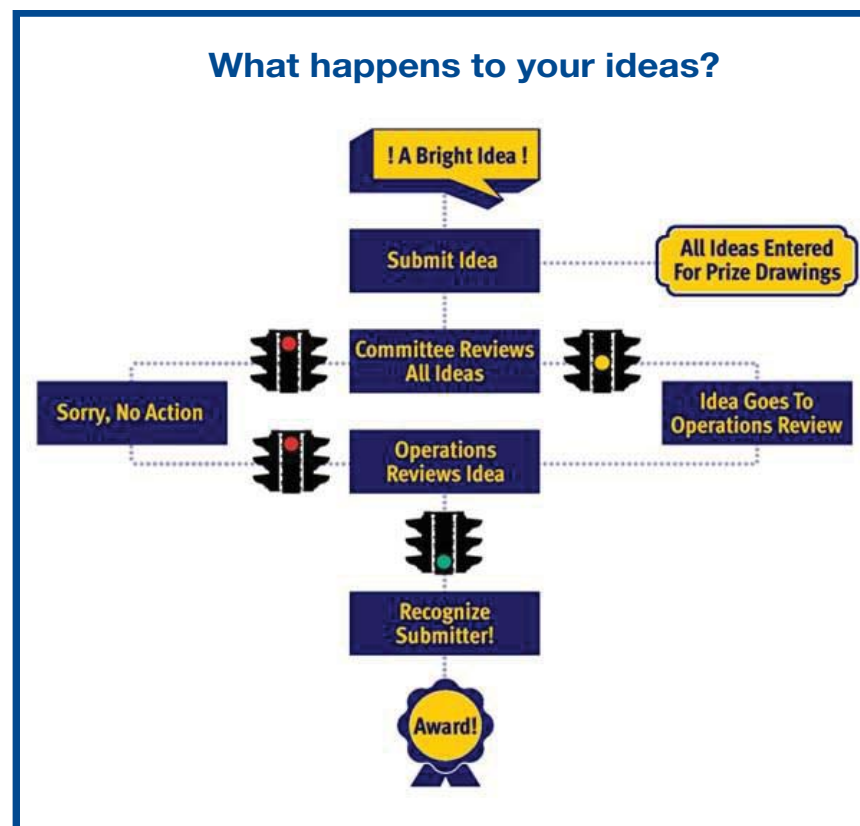
Bright Ideas will be rewarded and recognized quarterly. Employees who submit the best ideas will be eligible for cash awards, plaques or other gifts.

Annual Grand Prize

Annually an idea will be selected for the grand prize (a more significant cash award, commensurate with the value of the idea) and presented at Staff Fest.

To learn more about Bright Ideas at Emory or to submit an idea, go to <http://brightideas.emory.edu>.

What happens to your ideas?



University Collecting Emergency Alert Information

Beginning November, Emory will begin offering students, staff and faculty the ability to receive emergency alerts in the form of a text message on personal and Emory provided mobile phones. The alerts are intended to improve the awareness and safety of all members of the campus community. Emergency messages can be sent by the Emory Office of Communications and the President's cabinet, CEPAR, Emory Police, and the Emory Call Center based on defined protocol.

All faculty and staff members will be asked to provide Emory with their mobile phone number and the name of their wireless provider beginning the week of November 19th.

1. The information will be collected in the Employee Self Service section of the human resources web site. Faculty and staff will be presented with the Emergency Alert Information Collection page when they access any of the self-service options such as view paycheck or selected benefits
2. Departmental Human Resource Representatives can assist those who do not have access to a computer as a routine part of their responsibilities to enroll in the program. Faculty and staff may also log onto Employee Self Service (<http://leo.cc.emory.edu>) from home or at one of the several kiosk located around campus including: FM Building C Breakroom; DUC Lobby; Benefits Department, 1599 Clifton Road; Cox Hall; and, White Hall.
3. Faculty and staff can choose to opt-out of receiving emergency text messages by removing the check mark from the box that states "Yes I'm willing to receive emergency text messages to this phone."
4. One can also choose to opt-out or discontinue participation in the program at any time by accessing the Emergency Alert Information tab in Employee Self Service.

Emory University strongly encourages all members of the campus community to participate in the emergency alert and notification program. Going forward, emergency alert information will be verified annually during the fall open enrollment period.



PCard Update

The process of mapping pcard expenses from MARS to your FAS account number will become automated on November 1st.

What does this mean for you as a cardholder? You should make sure that you are viewing your transactions in the MARS software within the 10 days of post date and make sure that you do not check any transaction as viewed if you are not ready for it to post to your FAS.

The new automated process will move charges that have been checked off as viewed to the designated FAS on a daily basis as opposed to the weekly/biweekly process. In addition, those charges checked off as viewed will post on the day they are viewed; they will no longer remain in MARS for ten business days past the post date. As policy states, any transaction that has not been viewed after 30 days will still be forced over to the default FAS account number associated with that cardholders account. This process will help you to easily identify any transaction(s) that have not yet been edited, saved, and viewed.

If you have any questions, please contact Tascha Short at 404-727-1526 or tascha.short@emory.edu.

Emory Cares* International Service Day: Atlanta



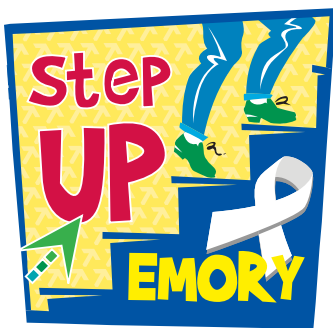
Date: November 10, 2007
Time: 1 p.m. until 5 p.m.
Place: Meet at DUC Terraces

Staff and faculty are welcome to sign up for any of the 20+ service projects offered both on and off campus for Emory's campus-wide service day. Some particular projects of interest are:

- Atlanta Union Mission: My Sister's House
- Oakhurst Community Garden
- Atlanta Hospital Hospitality House
- Grant Park Conservancy

To learn more about these and other projects or to sign up to participate, visit <http://alumni.emory.edu/atlantaemorycares>.

* Emory Cares is a project of Volunteer Emory, the Residence Hall Association, Student Alumni Associations, Student Government Association and the Emory Alumni Association.



Prevention: The Road To Wellness

Prevention means taking steps in advance to reduce the likelihood of developing a disease or to minimize the progression of disease. It's an on-going, multi-component process involving your physical, mental and general health.

Because Emory cares about your health, we are providing you with tools to help. Over the next two months, be on the lookout for:

- Flu Shots – coming to a site near you
- Spotlight on Breast Cancer Awareness
- Holiday Health
- Road Map to Wellness

Check the Step UP Emory website, www.stepup.emory.edu, for the latest information.

P.S. If you haven't looked at your HealthQ lately, now is a great time to review your information and results. There's lots of information that can help you stay healthy!

Giving couldn't be easier!



Through Emory Community Giving, www.communitygiving.emory.edu, employees can donate money through the convenience of payroll deduction, credit card and/or check.

The heartbeat of Emory Community Giving is the annual fall campaign which runs September 15 through December 31 to raise funds for eligible nonprofit groups that address an array of health, human-service, community, and environmental needs.

The 2008 Charitable Partners are:

American Heart Association Heart Walk

Help the American Heart Association fight Cardiovascular Disease and Stroke by making a contribution to the AHA Atlanta Heart Walk.

Community Health Charities of Georgia

Raises funds for 53 national and Georgia voluntary, health-focused agencies serving Georgians suffering from disease and/or disability.

Earth Share of Georgia

Supports the work of 63 local, national, and international environmental groups addressing the critical issues of air and water quality, wildlife habitats, urban sprawl, and human health.

Georgia Black United Fund

A community fund that provides financial and technical resources for 40 human-services member agencies dedicated to enhancing the lives of members of underserved communities in the state of Georgia.

Georgia Shares

Represents 35 member agencies dedicated to social and economic justice for all Georgians through services to people living with AIDS, survivors of domestic violence and rape, and advancement of positive social change.

Global Impact

Supports the work of 40 of America's most distinguished international development and relief charities.

United Way of Metropolitan Atlanta

A network of 207 programs and initiatives — including school systems, small neighborhood associations, nonprofit agency programs, and nonprofit programs of hospitals, churches, and community partnerships - that together make metro Atlanta safer and stronger.

Emory Community Giving can touch many people and help solve many pressing problems and we gratefully acknowledges all donors regardless of the size of their gift.

To learn more about this program or to make a donation, please go to www.communitygiving.emory.edu.



The Café at 1599

Café Montage, located on the second floor of the 1599 Clifton Road Building, offers a variety of freshly prepared food selections and serves

hot breakfast and lunch.

The café's breakfast menu offers morning pastries and sandwiches, along with a variety of assorted a la cart breakfast items, with the lunch menu offering a wide selection of delicious wraps, salads, sandwiches, paninis, and allows you to build your own pasta with choices of sauces, vegetables, and meats. For a complete menu visit <http://www.emory.edu/dining/documents/montagemenu.pdf>.

Hours of Operations: Monday - Friday: 7:00 a.m. – 2:30 p.m.