Fleet procedure updated

As a part of our ongoing Culture of Safety efforts, the Vehicle Safety Policy has been recently revised through a subcommittee of the University Safety Committee.

It is important that all drivers of University Vehicles are familiar with this policy and the expectations it outlines for operating a vehicle for University purposes.

On an annual basis, we verify that all regular drivers:
- Have an acceptable Motor Vehicle Record (MVR) Check
- Have a valid driver’s license
- Successfully completed the Defensive Driving

The update aligns with state and university requirements

Next Kronos phase includes important dates

UAB has been phasing in Kronos timekeeping system for its campus employees since July 2016. We’re now entering Phase II: Part Two, which launched Dec. 11 for payroll Nov. 26-Dec. 9.

During this phase, Kronos hours will automatically load to TEL in approved status. This means the supervisor will not have to approve in TEL. The first load was at 4 p.m. Dec. 11.

During this new phase, TEL should still be verified accurate and complete by Noon the day after the load. Employees should note that this phase begins during a busy holiday season. It is important to ensure your holiday time, daily punches and any other benefit time is accurately accounted for in Kronos before the end of the two week pay period.

The second pay period in December will be a holiday period, with different rules so it’s vitally important for employees and supervisors to know the deadlines.

The second automatic load from Kronos to TEL
Facilities Division Newsletter

Contact your
FACE team members

Online at:
uab.edu/facilities/home/face-suggestions
or by emailing FAC-suggest@uab.edu.

What’s new in construction

School of Nursing Building Renovation/Addition
- Construction is approximately 60% complete
- Building dry-in activities to be completed in December
- Scheduled completion is July 2018

Police Headquarters Building
- Construction is 70% complete
- Exterior masonry to be completed in December
- Interior finishes began in November
- Scheduled completion is March 2018

Collat School of Business Building
- Construction is 60% complete
- Scheduled completion is April 2018

College of Arts and Sciences Building
- Construction is 8% complete
- Drilled piers complete
- Vertical walls in progress
- Scheduled completion is March 2019

ROTC Building
- Contractor has mobilized
- Scheduled completion is July 2018

Intramural Fields
- Construction is 5% complete
- Overhead lines have been removed from site
- Scheduled completion is April 2018

Have an idea for Staff Council?

The mission of the UAB Staff Council is to support the vision, mission, values and goals of the University while providing a voice for staff on issues related to them.

Lotoya Beard, Engineering Manager in Hospital Maintenance, represents the Facilities Division on the UAB Staff Council. She can be reached via email at lbeard@uab.edu. Learn more about UAB Staff Council at uab.edu/staffcouncil.

Facilities 2017 Goals

- Develop Sustainability Master Plan
- Evaluate Project Management Software
- Develop & Deploy Customer Service Survey
- Apprenticeship Program/Professional Development
- Small Business Utilization
- Define Mission-Critical Programs/Continuity of Operations

Core Values

Enhancing Customer Service
Stewarding Facilities Resources
Valuing the Environment
Enhancing Safety
Promoting Sustainability
Valuing Inclusivity

Sign-up | Update | Download

Don’t forget to sign-up or update your B-Alert settings to include text alerts.
Visit uab.edu/balert for more information.

And don’t miss out on the new Rave Guardian app free from your phone’s app store. Sign up using your UAB email address.
Course within the last three years and are aware of the date of the next required attendance, and

• Have successfully completed any vehicle-specific training such as twelve passenger van driver, if applicable.

Please note there are some restrictions to the vehicle operation and use. Personal use of a UAB vehicle is not allowed. Please refrain from doing this. Any instances of this will be addressed with the employee(s). Additional restrictions are noted in the policy and as a driver, you need to be aware of the limits.

Facilities has more than 160 vehicles in its fleet, which is a lot of resources to manage. We are constantly looking for ways to keep our fleet updated and our utilization at its best.

Tampa Anderson handles all feedback regarding the Facilities Fleet vehicles, including recommendations, questions, concerns, and reports of damage. You can contact her at tampia@uab.edu or 975-8036.

Unfortunately, at times, there are accidents. If you find yourself in this situation:

• Call 911 if anyone is injured and requires immediate medical attention.
• If there is no emergency medical treatment required and the accident occurs on campus, call 934-3535 and report the accident to the UAB Police.
• If the accident occurs off campus, contact the local law enforcement agency.
• If this vehicle involved is a personal vehicle, the driver should contact the local law enforcement agency and then contact the Office of Risk Management and Insurance directly at 934-5382. If outside normal business hours, contact the Risk Manager on call at 934-3411. The driver will need to provide the police case number and a description of the accident. Risk Management and Insurance also must be kept informed by the driver’s insurance provider of the disposition of any claims by other parties that arise out of the accident.

New project management software rolls out for PD&C

The Planning, Design & Construction (PD&C) team now has a new tool to help manage its projects. A core team has been working to implement the new e-Builder software, which gives project managers a wide array of resources, including project scheduling, budgeting/invoicing, contract approval, document archival, reporting.

“This software increases the visibility of projects, creating better transparency between departments and streamlining routine processes,” said Mitchell Miller, PMIS/CMMS Applications Administrator.

KRONOS

From Page 1

will be on an expedited holiday schedule. The addition of Dec. 26 as a university holiday will complicate the schedule, so it’s important supervisors and employees work together the week before to ensure their time is correct.

The load will happen at Noon on Dec. 26, and any corrections must be completed by 3 p.m. that same day.

Kronos timecards will need to be reviewed for each employee and edited if needed. The Kronos timecard will then need to be approved. After the TEL automatic load, the TEL information will need to be verified that it is correct and matches the Kronos timecard.

The Facilities Division expects supervisors to be in contact with their directors about how their group will handle these approvals.

During any of these times, questions about the process can be directed to payroll@uab.edu. Facilities Financial Management will have someone available to answer questions.
Facilities employees are fa-BOO-lous at Picnic!

Instead of the Group Spotlights, this month we’re showing off all the Facilities employees who made the Picnic so fun!
6 BUSINESS MEETING ETIQUETTE RULES

1. **MINGLE**: If the opportunity presents itself, introduce yourself to people you don’t know before the meeting starts.

2. **BE CONCISE**: Be aware of others’ time, and say what you need to say in as few words as necessary. Only repeat yourself when clarification is needed.

3. **BE ON TIME**: Make sure to arrive on time. You don’t want to waste anyone else’s time by not being punctual.

4. **BE PREPARED/HAVE AN AGENDA**: Know the purpose of the meeting beforehand and know your part. Be prepared to ask and answer questions.

5. **NO PHONES**: Ensure your phone is on silent and is put away. Phones can be a major meeting distraction. Leave the room if you must take the call or return a message.

6. **AVOID EATING**: Unless it is a breakfast/lunch meeting, avoid eating at the table.

http://www.businessinsider.com/meeting-etiquette-rules-every-professional-should-know-2015-8
Winter Weather – Are You Prepared?

Ice, snow, sleet, frost, and extreme cold temperatures have been a threat to Alabama during the past few years and will continue to cause significant issues in the future. The ice event, commonly referred to as “snowmageddon,” in January 2014 underscored the need for personal preparedness plans and supplies. Many people were stranded at work or in their cars or had to walk long distances to get to safety. Most were caught unprepared, without warm clothes and shoes, emergency supplies and medication.

It’s not a matter of “if” but “when” extreme weather will affect Birmingham again. Now is the time to plan and prepare. The lists below will help guide you with some suggestions on necessary supplies. Are You Prepared?

### In your car:
- Jumper cables
- Flashlight & extra batteries
- Water for each person and pet
- Shovel
- Ice scraper
- Blankets or sleeping bags
- Cat litter or sand for better tire traction
- AM/FM radio to listen to traffic reports and emergency information
- Food items containing protein such as nuts and energy bars
- First aid kit
- Extra prescription and nonprescription drugs
- Flares or reflective triangle
- Baby supplies, if a small child is in the household
- Warm clothes, gloves and sturdy walking shoes
- Enough fuel to get home, even accounting for traffic
- Charged cell phone and charger

### At your home:
- Water
- Food
- Flashlight & extra batteries
- Battery-powered or hand-crank radio
- First aid kit
- Wrench or pliers to turn off utilities
- Signaling whistle
- Manual can opener for food
- Emergency Financial First Aid Kit – EFFAK
- Local maps
- Cell phone with chargers or solar charger
- Cash or travelers checks
- Food and extra water for pets
- Paper and pencil
- Prescription and nonprescription drugs
- For baby: formula, powdered milk, diapers, diaper rash ointment
- Canned or boxed freeze dried food
- Matches in water-proof container

### In your office:
- Copy of all prescription drugs, including picture of label on your smart phone
- At least a 72-hour supply of prescription and non-prescription drugs
- Few cans of non-perishable foods, such as soups in your desk or locker
- Manual can opener
- Copy of your family’s emergency and communication plan so you will know what everyone is supposed to do and where to be
- Flash light and extra batteries
- Sealable container to keep all of your supplies in – in case you need to grab and go due to evacuation of your workplace

Much more information and additional preparedness strategies can be found uab.edu/emergency and ready.gov.
**survival House finishes 5th overall**

The UAB Solar Decathlon team finished fifth overall in the 2017 Solar Decathlon in Denver, Colorado – bringing home a $100,000 prize. This was the team’s first year to participate in the competition, which required them to design and build a full-size, solar-powered house.

UAB was among 12 collegiate teams selected to participate in the U.S. Department of Energy Solar Decathlon 2017 competition – a collegiate competition made up of 10 contests that challenge student teams to design and build full-size, solar-powered houses.

The international competition has been a driving force in creating renewable energy and energy efficiency awareness since its inception in 2002. Technologies and solutions used in Solar Decathlon homes have advanced the residential building industry both in the United States and abroad.

Learn more about the house at uab.edu/solardecathlon.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>NEW YEARS HOLIDAY</td>
<td>OPEN</td>
<td>Typing Fundamentals 9:30-11 a.m.</td>
<td>OPEN</td>
<td>4</td>
<td>Outlook Basics 8:30-10:30 a.m.</td>
<td>5</td>
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<td>7</td>
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<td>13</td>
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<tr>
<td>OPEN</td>
<td>ASUS Tablet Basics 1:30-2:30 p.m.</td>
<td>OPEN</td>
<td>iPad – WebTMA GO 10-11 a.m.</td>
<td>Scheduled free time for employee computer use.</td>
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<td>20</td>
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<tr>
<td>DR. MARTIN LUTHER KING JR. HOLIDAY</td>
<td>OPEN</td>
<td>Outlook Intermediate 8:30-10:30 a.m.</td>
<td>RESERVED</td>
<td>Outlook Basics 8:30-10:30 a.m.</td>
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<tr>
<td>OPEN</td>
<td>ASUS Tablet Basics 9:30-10:30 a.m.</td>
<td>Outlook Basics 8:30-10:30 a.m.</td>
<td>Gorrie-Regan Basics 9:30-11 a.m.</td>
<td>Scheduled free time for employee computer use.</td>
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