

# Important Institutional Reminders and Updates

## **Mandatory influenza vaccination for VUMC employees**

- Deadline December 31, 2015
- Flulapalooza October 7, 2015 (today)

## **Open Enrollment**

- October 14-30, 2015
- All VU/VUMC employees complete using one portal

## **Go for the Gold**

- Deadline October 31, 2015

## **World Travel is replacing CTM as the travel agent**

- Switch will occur on October 30, 2015
- Concur online travel booking tool will not be available from 6am-10am on October 30
- No changes to use of Concur after switch

## **Annual increases for eligible employees (staff and faculty)**

- Exempt employees effective October 1
- Non-exempt employees effective September 20

## **First Impressions: AIDET Plus the VUMC Promise**

- Refresher course on AIDET training and first impressions in customer service excellence
- School of Medicine asking employees to complete a refresher course
- Complete in the Learning Exchange by October 30, 2015