

APPRECIATE GREAT EMPLOYEE ENGAGEMENT PROGRAM

FAQ

What is the application period?

All departments throughout UPMC Central Pa. are eligible to apply for Appreciate Great funding starting 1/1/2023 through 3/30/2023.

What types of projects are eligible for funding?

We will fund recognition experiences that meet our funding guidelines and are geared to department level recognition. Service Award recognitions should not be planned as an event.

What are the funding guidelines for Appreciate Great 2023?

We will provide funding in the amount of \$25.00 for each employee in the department. If an Appreciate Great experience costs more than this amount, additional expenses must be covered either by the department cost center or individual employees. This includes shipping, handling, tips, and gratuities.

What items are not eligible for funding?

- We cannot reimburse departments for purchasing gift cards of any kind per UPMC policy, including lottery tickets and e-vouchers.
- We will not fund campus-wide projects.
- Apparel from anywhere other than the UPMC store will not be approved.

What is the deadline for expense submission?

Expenses should be submitted by December 15, 2023.

How do I submit my expenses for Appreciate Great projects?

Expenses should be charged to a TBE card. If this is not possible, a personal card may be used, but is preferred that an invoice and W9 be requested or entered into ePro. A detailed expense management document will be sent with the project approval. Any questions should be directed to Jodi Mattern at matternjm@upmc.edu.

How do I reconcile my expenses and receive reimbursement?

Detailed expense management will be sent with the approval for each project detailing how to submit expenses. Any questions should be directed to Jodi Mattern at matternjm@upmc.edu.

We would like others to know about our team recognition. Who should we contact:

We are eager to share your team's recognition far and wide. Please share photos, project descriptions, video with our marketing specialist, Stephanie Benamor, benamors@upmc.edu.

Can you share some examples of Appreciate Great experiences that were a big hit with other teams?

- Axe throwing
- Paint Night
- Baking parties
- Some departments did monthly and/or quarterly events
- Picnics
- Group dinners
- Sporting Events
- Bowling
- Escape Rooms
- Appreciation luncheons for all staff