

# ANNOUNCEMENTS

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9/9/16

## PROPERTY

**Policy Updates:** Please be sure to review the following policies on the Employee Portal:

- **A016** – Applicant Qualifying Criteria (correction to past due accounts amount - \$1,000 to \$5,000)
- **HR 21** – Company Sponsored Events
- **JD53** – Executive Assistant Job Description

## ACCOUNTING

**Pre AME:** PreAME is really important to do. There are only two people in IT that can complete your helpdesk tickets. Completing a PREAME allows for errors to be found and corrected. It is really difficult for Ron and Jackie to get to everyone's tickets timely on AME day. Pre AME is **mandatory**, so please be completing it. Copies of the PreAME forms will be going to Dawn Hubbard going forward.

**For credits on invoices:** Enter the full credit the first time it is seen on an invoice along with the expense for that month. Do not net the two numbers together and enter that. If the following month the original credit was not used up, you only need to enter that month's expense (the credit you entered the previous month will be used up towards the expense). Do not enter the credit again (you will be adding to the amount of credit). Please contact your AP associate if you have any questions on how to enter.

## HUMAN RESOURCES

**Work Absence – More Than 5 Days:** If you are going to be out for more than 5 consecutive work days for medical and/or family reasons, you may be eligible for Family Medical Leave or a Leave of Absence. Please notify Human Resources as far in advance as possible to complete the appropriate paperwork and to see if you are eligible. For employees who have been approved for Family Medical Leave or a Leave of Absence, please be sure to request the appropriate time (FMLA Paid, FMLA Unpaid, Medical Leave Paid, Medical Leave Unpaid) in Stratustime before your leave begins. For more information on Family Medical Leave, please refer to Policy HR42, for Leave of Absence, refer to Policy HR44, or contact Jennifer in Human Resources at [jpyszynski@pbbell.com](mailto:jpyszynski@pbbell.com) or 480-607-2457.

## IT/SYSTEMS

**Bonus Automation updates:** There are two changes to the bonus automation program to watch out for on the next cycle for August bonuses.

1. Going Paperless: The next set of bonus reports sent out next week will use DocuSign for approval and tracking. We will get instructions out shortly that will describe the new and remarkably user friendly process. Welcome to the 21<sup>st</sup> century.
2. Aligning the Dates: Bonus hours have traditionally been based on pay periods rather than calendar months which has caused a lot of confusion. Going forward, using the new time keeping system, we will be able to use the hours worked in each calendar month instead of using pay period dates. August bonuses will include the remaining hours that were not included in July's bonuses and all hours worked in August. Beginning with September, bonuses will be based entirely on all hours actually worked in the calendar bonus month.

## MARKETING

### **P.B. Bell in The News:**

P.B. Bell Breaks Ground on The Curve at Melrose: <http://azbigmedia.com/azre-magazine/pb-bell-breaks-ground-uptown-phoenix-apartments>

Cascade Receives Best in Show ASID Design Excellence Award:  
<http://www.phoenixmag.com/valley-news/asid-2016-design-excellence-awards.html>

## TRAINING

**Reminder:** Leasing and Assistant Manager Fun Day



**September 20<sup>th</sup>**  
Starting at 12 pm  
lunch will be served

Assistant Manager and Leasing  
Consultant Team Building Day  
Starting at 12 pm

**Main Events**  
8545 S Emerald Drive Tempe  
Arizona 85284

Please send your acceptance email  
to [rsvp@pbbell.com](mailto:rsvp@pbbell.com)

**Reminder:** Manager Team Building – Friday, October 21



**Dave and Busters at Tempe Marketplace**

**A buffet breakfast will be served at 9:30am  
Followed by Team Building Activities**

**RSVP to [MSchramm@pbbell.com](mailto:MSchramm@pbbell.com)**

**Congrats:** to the EJ4 online course (Grow) contest winners.

- Erica George – Roving Manager
- Antonio Yam – Supervisor Siena
- Kim Hinkle – Portfolio Director

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### **Bell Behaviors**

#6 Things aren't always black and white. Grey might be a solution too.