THE ROAD AHEAD

TDOT Weekly News

- **End of Pay Period**. The last day of timesheet entry for employees and timekeepers is Friday, September 16th and last day for supervisors is Monday, September 19th.
- **Performance Management**. As a reminder, all regular cycle annual performance documents are due to be completed in Edison by September 30, 2022.
- **Benefits Administration**. Annual Enrollment is Saturday, October 1st to Friday, October 14th. This is your chance to choose your ParTNers for Health insurance benefits or make changes to your benefit selections for plan year 2023. A summary of all benefits updates for 2023 can be found here.
- **Safety Monday.** As move into the fall season, some new driving hazards move into our lives. One you probably noticed recently is the sun setting in your eyes on the drive home as the evenings get shorter. Clay Culwell has some other hazards to look out for in this week's Safety Monday.
- **Weekly Wellness**. It's Better Breakfast Month! Do you prefer a savor breakfast or something on the sweeter side? Celebrate with us and you could win a prize! Complete the crossword puzzle here and share a photo of a balance breakfast you enjoyed to WFTH.TN@tn.gov by Friday, September 30th. There will be FIVE prizes for EACH activity given to participants chosen at random!

State Holidays – state offices closed

- Friday, November 11 – Veterans Day
- Thursday, November 24 – Thanksgiving
- Friday, November 25 – Thanksgiving

Upcoming Events

- Tuesday, September 13| 10:00am CT – Office Hours: Planner – Using Planner hosted by **TDOT Technology Training**
- Wednesday, September 14| 9:30am CT – Get Started with Microsoft Teams hosted by **TDOT Technology Training**
- Thursday, September 15| 9:30am CT – TDOT Live Training – Explore Teams hosted by **TDOT Technology Training**
- Thursday, September 15| 11:30am CT – How to Slow Down & Gain Control of Stress hosted by Optum/ ParTNersForHealth

Check back next week for more weekly news updates!

TDOT Internal Communications

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