



OUR PATIENTS



OUR PEOPLE



OUR  
STEWARDSHIP

# Paramedic Incentive Program Enrollment



**MEDIC**  
Mecklenburg EMS Agency

- Login to the Extranet
- Click on Payroll Portal



OPERATIONS UPDATE



MEDIC FACES



EMPLOYEE HANDBOOK



COVID RESOURCES



EMAIL



PAYROLL PORTAL





Med EMS

Sign in with your organizational account

lesterb@medic911.com

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Sign in

- ✚ Login with MEDIC credentials
- ✚ Ensure that you use your full email address for the username

# 1. Click On Menu



MENU

Home

Inbox

Communication Broadcast

Learning Center


Ultimate Community

Go To Assist

MYSELF

MY TEAM

ADMINISTRATION

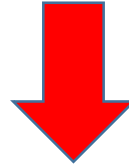


## FAVORITES MENU

Access your favorite pages from one location. Select Add Favorites and get started!

Add Favorites

## 2. Click On Myself



The interface shows a navigation menu on the left with options: MENU, Home, Inbox, Communication Broadcast, Learning Center, Ultimate Community, and Go To Assist. The main content area is divided into three sections: MYSELF, MY TEAM, and ADMINISTRATION. The MYSELF section is currently active and displays the following content:

- Personal**
  - Employee Summary
  - Name, Address, and Telephone
  - Contacts
  - Emergency Contacts
- My Company**
  - Company Info
  - Electronic Forms
  - Employee Directory
  - Organization Chart
  - View Opportunities
  - UKG.com
- Jobs**
  - Reviews
- My Onboarding**

The MY TEAM and ADMINISTRATION sections are also visible but not active.


**MY TEAM**

- Career & Education**
  - Goals
  - Goal Planning
  - Competencies
  - Personal Development
  - Licenses
- Career Development**
  - Current
  - Completed
- UKG Pro Learning**
- Pay**
  - Current Pay Statement
  - Pay History
  - YTD Summary
  - Direct Deposit
  - Income Tax
  - W-2

**ADMINISTRATION**

- Benefits**
  - Benefits Summary
  - Beneficiaries/Dependents
  - Investments
  - 1095-C
- Open Enrollment**
- Life Events**
  - Life Events
- Documents**
  - Employee Documents
  - Document Acknowledgment

## 3. Click On Electronic Forms



My Company

Company Info

Electronic Forms

Employee Directory

Organization Chart

View Opportunities

UKG.com

### Electronic Forms

Health Savings

Tuition Reimbursement

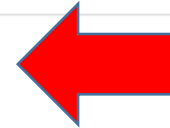
Employee Benevolent Fund

More >



**4. Click On  
More**

## Electronic Forms

[Health Savings](#)[Tuition Reimbursement](#)[Employee Benevolent Fund](#)[FMLA Request](#)[Paramedic Incentive Program Packet](#)

**5. Click On  
Paramedic  
Incentive  
Program  
Packet**

**This will  
then open  
a PDF.**

PARAMEDIC INCENTIVE PROGRAM  
PARTICIPATION AGREEMENT  
(Program Applicant)

THIS PARTICIPATION AGREEMENT ("Agreement") is entered into as of the date set forth below by and between the Mecklenburg Emergency Medical Services Agency, a North Carolina joint governmental agency ("Medic"), and [REDACTED], a Medic employee ("Employee").

BACKGROUND

Employee is currently employed with MEDIC as a full-time emergency medical technician ("EMT"). Employee has applied for and been accepted as a participant in an accredited North Carolina paramedic program provided or approved by Medic ("Program"). To encourage Employee to successfully complete the Program and thereafter continue employment with Medic as a paramedic, Medic has agreed to provide financial and/or other incentives to Employee in accordance with the terms of this Agreement.

In consideration of the foregoing, and for other good and valuable consideration, MEDIC and Employee agree as follows:

1. Incentives. Subject to the terms and conditions of this Agreement, Medic shall provide the following incentives to Employee for participation in the Program:

a. Covered Costs. In addition to benefits under Medic's Tuition Reimbursement Program, Medic agrees to pay Employee's Program tuition costs, including books and associated fees.

b. Program Completion Bonus. Medic will pay Employee a \$1,250 bonus on a one-time basis upon Employee's graduation from the Program. The completion bonus will be paid to Employee within thirty (30) days of Medic's confirmation of Employee's graduation from the Program.

c. Retention Bonus. Medic will pay the employee a \$1,250 retention bonus on a one-time basis upon Employee's completion of: (i) at least one (1) calendar year of employment with Medic following graduation from the Program and (ii) completion of at least 1,880 hours worked for Medic as a certified and credentialed paramedic ("Service Obligation Period"). For purposes of this paragraph, "hours worked" does not include paid or unpaid time off.

d. Voucher Time. Medic will provide Employee with ten (10) vouchers which can be redeemed by Employee for scheduled days off from work. The days off are in addition to other paid time off to which Employee is entitled. Except as noted below, each voucher is good for one (1) day off. Vouchers may be used at any time, subject to the following restrictions:

(i) Voucher are only valid while Employee is enrolled in the Program. Unused vouchers automatically become invalid when Employee graduates from or leaves the Program for any reason.

# Complete the PDF

➤ Where it requests a signature, please just type your name.

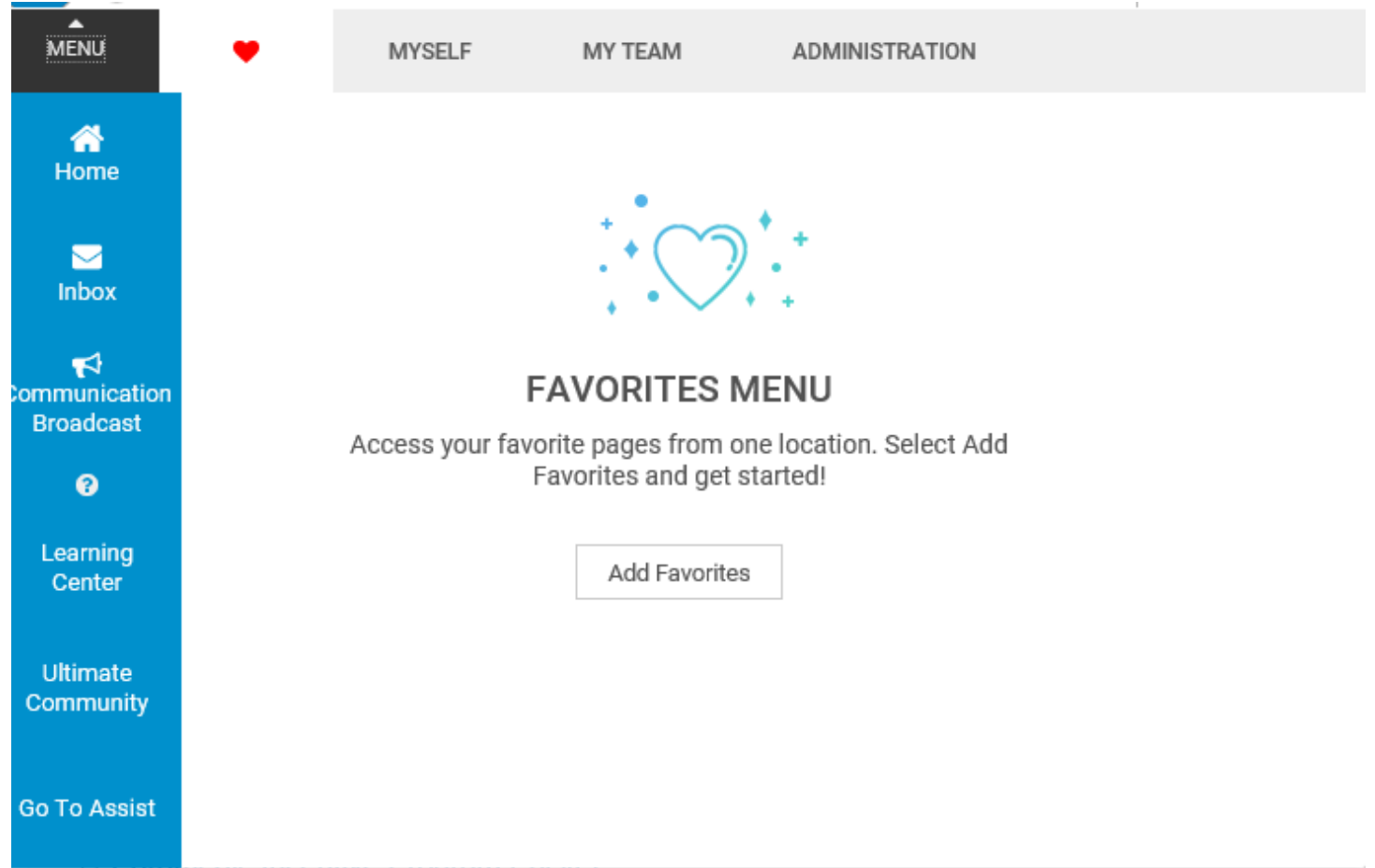
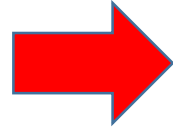
➤ Once Complete, save the PDF.

➤ You will now upload the document into the Payroll Portal/UKG.



# Uploading Completed PIP Packet

**1. Click On Menu**



## 2. Click On Myself



The screenshot shows a web application interface. At the top, there is a navigation bar with 'MENU', a heart icon, and 'MYSELF' (which is highlighted). Below 'MENU' is a blue sidebar with links: Home, Inbox, Communication Broadcast, Learning Center, Ultimate Community, and Go To Assist. The main content area is divided into three columns. The first column, under 'MYSELF', has sections: Personal (Employee Summary, Name, Address, and Telephone, Contacts, Emergency Contacts), My Company (Company Info, Electronic Forms, Employee Directory, Organization Chart, View Opportunities, UKG.com), Jobs (Reviews), and My Onboarding. The second column, under 'MY TEAM', has sections: Career &amp; Education (Goals, Goal Planning, Competencies, Personal Development, Licenses), Career Development (Current, Completed), UKG Pro Learning, and Pay (Current Pay Statement, Pay History, YTD Summary, Direct Deposit, Income Tax, W-2). The third column, under 'ADMINISTRATION', has sections: Benefits (Benefits Summary, Beneficiaries/Dependents, Investments, 1095-C), Open Enrollment, Life Events (Life Events), and Documents (Employee Documents, Document Acknowledgment). A red arrow points to 'Employee Documents' in the Documents section.

## 3. Click On Documents

Employee Documents



**Click On Add**

MENU Myself Documents

Employee Documents Document Acknowledgment

save cancel print help

4. Click Save

Add/Change Document

Document •  Browse...

File types supported: doc, docx, pptx, ppt, xlsx, xls, xlt, xltx, txt, rtf, tif, png, jp

Document Title •

Category •

Expiration Date

Notes

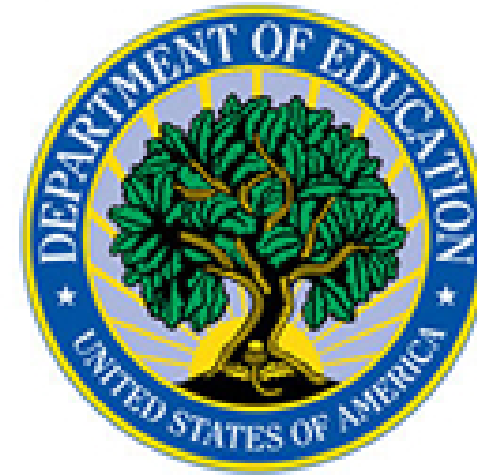
3. Career & Education

1. Add your PDF you created and saved.

# You Will Be Emailed a FERPA

- ✱ This form will be emailed to you.
- ✱ Please fill out this form entirely.
- ✱ Place MEDIC in the fields that you are giving permission to obtain records. (Third Party)
- ✱ Submit this form the same way as you did with the Packet.

**FERPA**  
Family Educational  
Rights and Privacy Act







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Questions?

Contact the HR Generalist-Training & Development  
704-943-6083  
[HumanResources@medic911.com](mailto:HumanResources@medic911.com)

