

THE UHR CONNECT

June 2019 | Vol 5 No 6

**Best.
Summer.
Ever.**

BE HEARD

WE WANT TO HEAR FROM YOU

Last month we tried something a little different with how we publish the monthly UHR|Connect Newsletter. It came to you in a mobile-ready email format. All the content of the newsletter was presented, and you chose to click and read the stories most interesting to you. We asked how you felt about the change and received some valuable feedback. We want to hear from more of you if the change is favorable or unfavorable and how we might make this monthly publication more useful to you.



UNIVERSITY
HUMAN RESOURCES

Take this short [2 question survey](#) to help guide our future issues.

LYNDA SPOTLIGHT

How to Use Lynda.com

Make the most out of your Lynda.com membership. Watch this course to learn how to quickly find the training and tools you need to create your personalized learning path.

First, find out about the types of videos we offer at Lynda.com, including in-depth software training, first looks at up-and-coming technology trends, courses to help you develop critical business skills, techniques for creative pros, and inspirational documentaries. Then get a demo of special library features such as bookmarks, playlists, notes, transcripts, certificates of completion, and FAQs, and learn where to turn for help when you need it. Plus, find out how to access Lynda.com on the go, using our mobile apps and offline viewing capabilities.

THE ADMINISTRATIVE PROFESSIONALS CONFERENCE

The 2019 Administrative Professionals Conference is July 31! This year's theme, Ready to W.I.N.: Work Well, Inspire Others, Navigate Life., will focus on how business skills, leadership, and a healthy work-life balance can all encourage us to look at who we are and the impact we have in our departments, on campus, and in the broader community. Each breakout session will revolve around one of these themes. There will be several

" I WALKED AWAY INSPIRED, FULL OF IDEAS, WITH A BURNING DESIRE TO REACQUAINT MYSELF WITH MY UNIVERSITY "

opportunities to network with your peers, including the popular "world café" experience that will allow you to discuss with your colleagues some of the biggest challenges you face and share some of the resources that help you the most. We're also excited to introduce new opportunities, including a resource exhibit station.

Event Details

July 31, 2019

Adele H. Stamp Student Union

8:15am-4:15pm

Cost: \$75



Register

SMART COMMUTE SUMMER CARPOOL CHALLENGE

Monday, June 3 to Friday, August 16

Share a ride to win a prize! DOTS challenges you to carpool to and from work just one time this summer. Log your carpool trip in the Smart Commute digital platform to get a free Maryland Dairy ice cream cone. **To kick off the challenge, Maryland Dairy will carry a new, custom ice cream flavor from June 3 to June 10!** Smart Commute Sweet Ride is a strawberry ice cream with vanilla crème cookie crumble, chocolate chips and chocolate ganache. Think you might like carpooling another day? The more you carpool, the more chances you have to win prizes. For every

There are benefits of carpooling: a half-price UMD parking permit for registered carpoolers, reduced vehicle maintenance and gas expenses and a more efficient commute.



subsequent day of carpooling you log, you will earn entries into weekly raffles for a stylish Prepd Pack bamboo lunch box from Tastemade and a grand prize raffle for a \$300 Terrapin Express card.

Visit our [summer carpool challenge page](#) for prize redemption and contest details. Happy carpooling!



HOW TO PARTICIPATE

1. Create your Smart Commute account [here](#) if you haven't already.
2. Find a carpool partner. This can be someone you already know, or you can find a university colleague through the Smart Commute platform. Read [here](#) or watch this video to learn how find, create and join carpools on the platform!
3. Carpool to and from work and log your trips in Smart Commute.
4. Redeem your ice cream coupon through the Summer Carpool Incentive in the Smart Commute platform and pick it up at the DOTS office the following week during regular business hours. (Monday - Friday, 8:15 a.m. - 4:00 p.m.)
5. With each carpool log, redeem your entry for the weekly raffle. Raffle winners will receive an email notification.



TECHNOLOGY TRAINING FOR YOU CUSTOM SESSIONS BY DIT

CHECK SYSTEM STATUS

We constantly monitor our services and their related components. If there is ever a service interruption, a notification will be posted to this page. If you are experiencing problems not listed on this page, you can submit a request for service.



Do you feel like your office technology is outsmarting you? Is it your first time using a new system or software? Do you wish you could use your office's technology to work more efficiently?

The Division of Information Technology (DIT) Knowledge Management Group can help you make your office technology work for you.

DIT Knowledge Management offers interactive face-to-face learning experiences designed with the learner in mind. Our face-to-face training sessions can be customized to your or your office's needs and cover a range of topics, including:

- Orientation to Campus Technology and DIT Support

- Cisco IP Phones
- Cisco Webex
- ServiceNow Incident Management
- Multi-factor Authentication
- and more!

[Schedule a Technology Training and Consultation Session \(Face-to-Face\)](#) today and customize it to your needs, or sign up for one of our ready-made Tech Training sessions by visiting the [Technology Training](#) service page in the DIT [Service Catalog](#).

All Tech Training sessions are **free of charge** to members of the University community. Got questions? Contact the DIT Knowledge Management Group at km-webteam@umd.edu.



NEW TO CAMPUS? GET ON BOARD

FACULTY/STAFF TECHNOLOGY ORIENTATION

The Division of Information Technology (DIT) Knowledge Management group offers **New Faculty/Staff Technology Orientation** sessions to help our new faculty and staff Terps learn about the many campus technology resources and support services available at UMD.

The New Faculty/Staff Technology Orientation is offered through free face-to-face or online sessions and will help participants learn how to:

- Activate a UMD account
- Connect to UMD wireless networks
- Connect and collaborate with colleagues through telephone and video conferencing
- Download free software from TERPware
- Purchase hardware from the Terrapin Technology store
- Create mailing lists
- Access timesheets
- Get specialized training through Lynda.com
- And much more!

Face-to-face sessions can be customized to your needs and are designed to onboard brand new hires or new hires who have had a few

months on the job. Online sessions are presented through the University's ELMS-Canvas learning management system and can be taken at any pace.

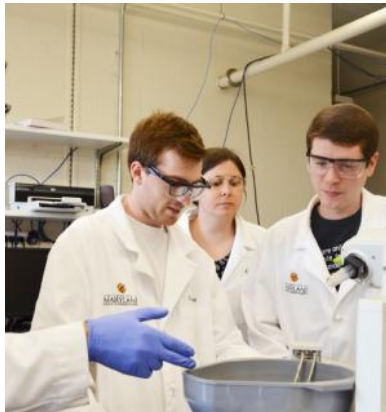
To request a face-to-face session, visit the [Technology Training](#) page in the DIT [Service Catalog](#) and complete the [Schedule a Technology Training and Consultation Session \(Face-to-Face\)](#) form. Be sure to select **New Faculty/Staff Orientation** when choosing a training topic.

To register for the ELMS-Canvas New Faculty/Staff Orientation, complete the [Register for a Technology Training Online Course \(ELMS Course\)](#) form on the [Technology Training](#) page. Be sure to select **New Faculty/Staff Orientation** when choosing a training topic.

All New Faculty/Staff Technology Orientation sessions are **free of charge** to members of the University community.

Have questions about New Faculty/Staff Technology Training? Contact DIT Knowledge Management at km-webteam@umd.edu.





NATIONAL SAFETY MONTH

The Department of Environmental Safety, Sustainability and Risk, (ESSR) joins the National Safety Council and thousands of organizations nationwide in celebrating National Safety Month.

Observed annually in June, National Safety Month focuses on reducing leading causes of injury at work, at school, on the road, and in our homes and communities.

ESSR has four units that focus on safety. Each week of June will focus on the resources available from one of the four units:

Office of the Fire Marshal:

Manages the university's compliance with the State Fire Prevention Code and other applicable fire safety laws and standards.

Office of Environmental Affairs

Facilitates compliance with federal and state environmental regulations.

Office of Risk Management and Occupational Safety and Health.

Provides support and consultation regarding the risks naturally encountered in the course of the research, service, and teaching mission of the university.

Office of Research Safety

Supports the research community in meeting the university's Expectations for Conducting Safe Research with the expertise of the Biosafety, Laboratory Safety and Radiation Safety professional staff.

How can National Safety Month help make a difference?

We can use this month to increase awareness about best practices that can help prevent injuries.

For more information: essr.umd.edu

PLAN WELLNESS ACTIVITIES

The Wellness Plan has several important benefits. First, it helps you and your enrolled spouse work with your medical providers to get and/or stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the State in the long term by focusing our healthcare dollars on prevention. It's your choice whether or not to participate, but there are advantages to doing so.

You Save Money by Participating!

Employees, non-Medicare eligible retirees and spouses who are enrolled in a medical plan are eligible to participate. When you and your enrolled spouse complete the wellness activities for 2019, all of your visits to your PCP are free and this year you could also receive a \$5 reduction for your specialist copay until the end of the calendar year! The sooner you complete your activities the sooner you start saving.

If You Do Not Participate in the Wellness Plan

If you choose not to complete the healthy activities, you lose out on free PCP copays and/or reduced specialist copays. Note: There is no penalty or surcharge for not participating.

Wellness Activities Reset for 2019

First select a PCP (if you haven't already) and then complete the online health risk assessment provided by your medical plan. It's a good idea to take the assessment every two years to track your progress or to pick up areas for improvement. Within 30-days of completing these two activities you will be able to enjoy free PCP visits for the rest of the year. Please refer to the Wellness FAQ on our website for details on how your plan notifies you that your record has been updated.

If you are due for any age or gender preventive screenings on the back of this form, and your doctor recommends it, you enjoy a \$5 reduction in your specialist copays for the rest of the year by having the recommended screening(s) done. Keep in mind, the earlier in 2019 you complete the wellness activities, the sooner you enjoy free PCP copays and/or reduced specialist copays.

In the event you and/or your enrolled spouse are unable to perform any or all of the wellness activities due to medical reasons, alternative options will be available to receive the rewards. Please contact the Employee Benefits Division for details.

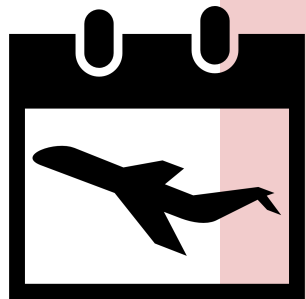
MEN'S HEALTH MONTH

Start by taking care of your heart. Heart disease is the leading cause of death for men in the United States.

- To help prevent heart disease, you can:
- Eat healthy
- Get active
- Stay at a healthy weight
- Quit smoking and stay away from second hand smoke
- Control your cholesterol and blood pressure
- If you drink alcohol, drink only in moderation
- Manage stress

Visit Men's Health to learn more about protecting your heart and other ways to stay healthy.

NEW PAYROLL NOW AVAILABLE TRANSACTION CALENDAR



As summer approaches, our thoughts turn not only to upcoming vacations but also to upcoming fiscal year 2020. To make your planning smoother, Payroll Services has recently released the FY2020 Transaction/Time Entry Control Schedule and Monthly Calendar, both now available at <https://uhr.umd.edu/phr/>.

Payroll and HR Coordinators across campus already rely on these calendars as a matter of course, but supervisors, and employees may also find them useful to consult for help with anticipating important dates and deadlines, such as the following:

- **Supervisors** can consult either calendar to make a note of upcoming timesheet approval cut-off dates.
- **Employees** who have deductions taken for parking or benefits can consult the right-hand columns of the Control Schedule to find out in which pay periods those deductions will and won't be taken during the upcoming year.
- **All employees** can consult the Monthly Calendar to see when upcoming holidays will be earned and when they will actually be observed, and plan their leave usage as needed. A more condensed version of the holiday calendars for both 2019 and 2020 can also be found at <https://phr-app6.umd.edu/holidays/>.

We hope both of these calendars make your planning for FY2020 smoother, and we invite you to contact UHR Support at 301-405-7575 with any questions.



"...it's a hard process to buy a house and this program makes it a lot easier."



**LEARN
ABOUT
LIVING IN
COLLEGE
PARK**

College Park is unlike any other community in the Washington, DC region. Between a world-class research and top-20 public institution in the University of Maryland, one-seat rail connections to Baltimore and DC, and 30,000 jobs our residents have access to it all in housing market and reasonable entry point.

Livecollegepark.org is a dynamic website that knits seamlessly all the activities and information folks looking to live in Collge Park need to know

COLLEGE PARK CITY-UNIVERSITY PARTNERSHIP HOMEOWNERSHIP PROGRAM

No need to look any further than the City of College Park. The College Park City-University Partnership ("CPCUP") Home Ownership Program is part of an effort to increase the number of University of Maryland employees living in the City of College Park ("City" or "College Park") as outlined in the University District Vision 2020. It provides \$15,000, in forgivable loans, to full-time, benefits-eligible University

and City employees to become homeowners in the City of College Park—ultimately reducing commutes, strengthening neighborhoods, and supporting our local economy.

Visit the [CPCUP website](#) for program details, learn about the application and process, and read about some of the past home buyers that have utilized this program.

**" NO NEED TO LOOK ANY
FURTHER THAN THE CITY OF
COLLEGE PARK "**

JUNE

Event Calendar

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[UHR Benefits: New Employee Benefits Enrollment and Q&A](#)

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[Design Thinking](#)

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[New Employee Orientation & Welcome](#)

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[Performance Review Process & Tools](#)

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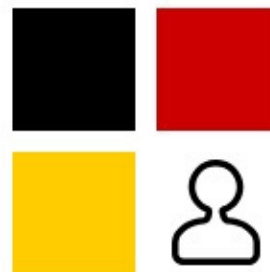
[UHR Benefits: New Employee Benefits Enrollment and Q&A](#)

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[UHR Benefits: Retiring Well HR Power Hour](#)

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University Human Resources
PEOPLE - OUR PRIORITY