



PREPARE YOUR SHELL



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UHR | Connect April 2018

Vol. 4 No. 4

A GREAT PLACE TO WORK

The [Office of Emergency Management](#) has teamed up with UHR's Learning and Talent Development group to offer an emergency preparedness course to the entire University of Maryland campus community.

From instructional videos, links, protective actions, and online tools, this information is critical for safety on campus.

Some of the things you'll learn include:

- What to do in case of an active shooter
- Fire prevention and evacuation
- Protective actions during severe weather events
- How to get around campus safely at night
- How to register your cell phone to receive UMD Alerts text messages
- Where to download a free Emergency Pocket Guide (+ coupons to local vendors)
- What departments can do to help prepare for emergencies

To complete the course visit: <https://go.umd.edu/prepareyourshell>

1. Select ENROLL
2. Login using your UMD credentials
3. Select "Enroll in Course"
4. Select "Go to your Dashboard"
5. Select "Go to Course"

We hope everyone in the UMD campus community will take the time to complete this very important course and encourage others to participate.

If you have any questions, please contact us at prepare@umd.edu



Lunch & Learn Series

Chair Yoga is great for many health issues and is ideal for the workplace.

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Pre-Retirement Seminars

Answers to those questions about your retirement plan.

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Financial Literacy Month

Workshops all month focusing on different topics from budgeting to planning for retirement.

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Administrative Professionals Conference

The 3rd annual APC conference is coming July 27.

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Pre-Retirement Seminar: Optional Retirement Plan

UHR Benefits Office will be hosting a Pre-Retirement Seminar for Faculty and Staff who are members of the Optional Retirement Plan. Topics to be discussed include:

- Retiring under the Optional Retirement Program (ORP) presented by TIAA and Fidelity
- What you need to know about Retiree Health Benefits
- Social Security and Medicare Overview

The ORP Pre-Retirement will be on **Friday, April 6** from 8:30 a.m.– 11:30 a.m. in Van Munching Hall Rm. 1412

To register for this workshop, go to training.umd.edu

Pre-Retirement Seminar: State Retirement & Pension System

UHR Benefits Office will be hosting a Pre-Retirement Seminar for Faculty and Staff who are members of the State Retirement & Pension System. Topics to be discussed include:

- Applying for an Estimate of Retirement Allowances
- Retiring Under the State Pension and Retirement System
- What you need to know about your pension options and Retiree Health Benefits
- Medicare Overview

The State Retirement & Pension System Pre-Retirement Seminar will be on **Tuesday, April 17** from 9:00 a.m.– 12:00 p.m. in the Nyumburu Cultural Center – Multi-Purpose Room

To register for this workshop, go to training.umd.edu



April's Lunch & Learn

April's Lunch & Learn will focus on Yoga in the Chair. Chair yoga is great for many health issues and is ideal for the workplace.

The Lunch & Learn will be held on **Wednesday, April 4** in 1101U Chesapeake Building from 12:00 p.m.– 1:00 p.m. Please register at training.umd.edu

MSRP/Nationwide Participants

Want to make a change in your contributions? Did you know that you can go to uhr.umd.edu, click on Forms, and then go to Maryland Supplemental Retirement Plan 401k/457b/403b Change form. You can print the form out and fax it to the number on the bottom of the form or you can go online to MarylandDC.com and make your change online or you can call Team MSRP at 1-800-545-4730.

Deadline for Reimbursement Requests is Fast Approaching

Deadline for submitting Health Care FSA and Dependent Day Care FSA Reimbursement requests for the plan year 2017 is April 15, 2018.



April is National Financial Literacy Month

UHR Office of Employee Benefits is hosting workshops throughout the month of April focusing on Budgeting, College Savings, Investing, Estate Planning Social Security, and Pre-Retirement processes. Registration will be available at training.umd.edu

April 3 – Social Security presented by a representative of the Social Security Administration.

Learn how social security can help you plan for retirement. Learn how much you can expect to receive, how your retirement age affects your benefits and more.

April 4 – Maryland 529 (formerly known as College Savings Plan)

Maryland 529* college savings plans make it easier than ever to save for college. The Maryland Prepaid College Trust allows you to lock in tomorrow's tuition at today's prices and offers the security of a Maryland Legislative Guarantee.

April 6 – ORP Pre-Retirement Seminar – Open to employees in the ORP Retirement Plan

Learn about retiring under the Optional Retirement Plan (ORP), retiree health insurance and Medicare.

April 10 – Do You Secu? Home Buying Facts

Credit – The Ability to Buy/have something now and pay for it later.

Budget – Understanding and sticking to a budget.

Pre-qualification – To understand why it is important to get pre-qualification to know your price range and buying power

Documents needed

April 13 – Estate Planning – Open to employees 60 or older

April 17 – State Pension Pre-Retirement Seminar – Open to employees who are in the State Pension Plan

Learn about retiring under the State Pension System, pension options, retiree health benefits, and Medicare.

April 18 – Have you saved enough money for retirement? Will social security impact your retirement expenses and health care expenses? Open to employees in the ORP Retirement Plan

April 20 – How Much will be Enough for My Retirement?

Learn how much you should expect to need in retirement and if you are saving enough now. Learn what risks you might face in trying to reach your goal.

April 24 – Budgeting tips by SECU

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3rd Annual Administrative Professionals Conference

July 27, 2018

[Register Today - training.umd.edu](https://training.umd.edu)

Learning Fee: \$60 ~Stamp Student Union

PRESENTATION PROPOSALS

Do you facilitate any presentations or workshops relating to one or more of the themes below? This is your chance to market your expertise and gain experience. Please consider submitting a [Presentation Proposal](#) for a chance to present at the conference! Proposals are due May 1!

Innovate: Reflection & wider change, innovative and creative thinking, looking at the big picture, etc.

Articulate: Tangible business and professional skills that can be applied on the job everyday. Social media, organization, time management, working with students, etc.

Motivate: Leadership and supervision skills. How to motivate, tips for providing feedback, advancing your career, etc.

RECOGNITION AWARDS

Do you know an administrative professional who goes above and beyond? Would you like your colleagues to be recognized for all of their hard work? Please consider filling out this [form](#) to nominate them to be honored at the conference. Nominations are due June 1!



Questions? traindev@umd.edu

April 2018



Mon.	Tue.	Wed.	Thu.	Fri.
2 New Employee Orientation & Welcome	3 LDI I (6 of 7): Leaders as Trainers Social Security 101	4 College Savings Plans Lunch & Learn Series	5	6 Pre-retirement Seminar for ORP members
9 UHR Benefits: New Employee Benefits Enrollment and Q&A	10 LDI I (7 of 7): Performance Management Fundamentals	11 Performance review: Process & Tools	12 Master Facilitator Let's Focus on Your Strengths	13
16 New Employee Orientation & Welcome	17 Pre-retirement seminar for SPRS members	18	19	20 Supervisor's Engagement Toolbox
23 UHR Benefits: New Employee Benefits Enrollment and Q&A	24 LDI I (1 of 7): Leading a High Trust Workplace	25	26	27
30 New Employee Orientation & Welcome				

UHR has all of this
and more!

The full catalog



****Dates and Times Subject to Change. Please visit the [training calendar](#) for up-to-date course listings****