



UMD staff had the opportunity to experience firsthand the rigors of firefighting on CFSI Day at MFR!

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Lynda.com

[Lynda.com](https://www.lynda.com) has been made a FREE resource to faculty staff and students to provide an additional opportunity to strengthen or learn new skills. The biggest excuse is no surprise, “I Don’t have enough time.” Valid for sure, but did you know that the majority of Lynda videos are specifically tailored to be less than 10 minutes on average? That gives you the opportunity to pick out a specific subject in a course, to learn in one go and easily move through or bookmark a module and come back to it when your schedule is less busy. How about committing 10 minutes to learn something new every day! Also, with the mobile apps, you can download the videos to watch anytime or anywhere.

Beginning this month, we will be highlighting a course or two from Lynda.com that will either add to or strengthen your existing skill set. As you can see below, many of you are taking full advantage of the opportunities that Lynda.com provides. If you have a personal story you would like to share on how the skills you have learned from Lynda.com have given you more opportunity or just made you more productive, send us an [email](mailto:hr@umd.edu). We would love to hear from you.

Most viewed courses in October

- Learning to use MakerBot 3D Printers
- Revit 2019: Essential Training for Architecture
- Video Post Tips Weekly
- Excel 2016 Essential Training
- SQL Essential Training



lynda.com

Total Hours of Video Viewed: 1347
of Videos Viewed: 21447



Lynda Course Highlight

Lynda Essentials for
Microsoft Excel and
Google Sheets.

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Lunch & Learn

Dealing with stress
during the holidays.

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Saving for your Children’s Education

Two smart options
from the Maryland 529
college savings plans.

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Managing in a Linguistically Diverse Workplace

Cross-cultural
communications can be
challenging at times.

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December's Lynda Courses



Excel 2016 Essential Training

In this course, you will learn how to use this popular and powerful software. You'll begin by getting familiar with Excel's menu system, how to create formulas and use simple

functions, how to format your data for appearance sake, how to use printing and charting capabilities of Excel, and how to work with powerful functions like IF and VLOOKUP. Then learn how to use a few data analysis tools, like Goal Seek and Solver and how to automate your work via macros.

Topics include:

- Working with the Excel interface
- Entering data
- Creating formulas and functions
- Formatting rows, columns, cells
- Adjusting rows and columns
- Finding and replacing data
- Printing and sharing worksheets
- Creating charts and PivotTables
- Inserting and deleting sheets
- Using power functions
- Sorting data
- Analyzing data with Goal Seek



Skill Level
Beginner

8h 53m

Duration

8,086,167

Views



Google Sheets Essential Training

In this course, you'll see how to use Google Sheets to create, format, analyze, and collaborate on spreadsheets. First, you'll review the features of Google Sheets,

including the latest updates. Next, you'll see how to access Google Sheets, and take a tour of the interface. Then look at how to create, edit, view and print spreadsheets with Google Sheets. After that, you'll learn about how to format content, work with spreadsheet data and, finally, how to collaborate with others on spreadsheets.

Topics include:

- Navigating Google Sheets
- Creating, naming, and saving spreadsheets



Skill Level
Appropriate for all

3h 4m

Duration

493,778

Views

- Importing files
- Converting other file formats such as Microsoft Excel to Google Sheets
- Editing cells
- Inserting, deleting, and moving rows and columns
- Adding hyperlinks and images
- Formatting data
- Using formulas and functions
- Sharing spreadsheets
- Using the Google Sheets mobile app

Tips for Learning Success



Make learning social. Do you have colleagues with similar learning interests? Pair up! Choose a Lynda.com course, watch it and discuss.

Learn something new. On average, Lynda.com publishes 25 courses each week. Wondering what's new and interesting? Filter for the most recent using the main search bar.

Learn anytime, from anywhere. Download courses to your mobile device to view instruction on the go while you're online. Start a course on a desktop device and finish it on your smartphone. Bookmark courses on your phone and watch them on your computer. Get the Lynda.com app today.



Lunch & Learn

December's Lunch & Learn topic is Dealing with Stress During the Holidays. Don't let stress take the joy from this holiday season. A health coach will help you identify your stressors. Learn stress management techniques to keep you feeling merry during the busy holiday time. The Lunch & Learn will be held on **Wednesday, December 5, 2018**, in 1101U Chesapeake Building from 12:00 p.m.– 1:00 p.m. Please register at <http://training.umd.edu/>

Saving for Your Children's Education

Maryland 529 college savings plans make it easier than ever to save for college with two smart choices (use one or both).

Maryland Prepaid College Trust

- ☑ Locks in tomorrow's tuition at today's prices
- ☑ Backed by Maryland Legislative guarantee
- ☑ Open to 12th graders and younger, including newborns
- ☑ Offers affordable and flexible tuition plans and payment options

Maryland College Investment Plan

- ☑ Flexible contribution amounts starting at \$25/month
- ☑ Open to children or adults of any age
- ☑ Offers a variety of investment portfolios managed by T.Rowe Price

To find out more, plan to attend:

Informational Seminar

Presented by: Maryland 529

When: January 15, 2019

Where: 1101U Chesapeake Building

Time: 11:00 a.m. – 12:00 p.m. or 1:00 p.m. – 2:00 p.m.

An invitation will be sent out in early January, or you can register at training.umd.edu. Just click on the date and time to register.

Supplemental Retirement Annuity (SRA) Deferral Limits for the calendar year 2019

The Supplemental Retirement Annuity (SRA) deferral limits have increased for the calendar year 2019. Therefore, if you are under the age of 50, you may contribute up to **\$19,000** in 2019. The age 50 and over catch up limit is **\$6,000**. If you are over age 50, you may contribute **\$19,000** plus an additional **\$6,000** for a total of **\$25,000** in 2019. The following information is provided to assist you as you consider starting, maintaining or increasing your contributions.

Employees may begin or continue current deductions to either a 401(k) or a 403(b) plan and, also, open a 457(b) plan to defer income beyond the maximum permitted with either the existing 401(k) or 403(b) plans. Contributions up to the maximum can be made to both plans [i.e., **\$19,000 plus \$6,000 (\$25,000)**], if over age 50, to the 401(k) or the 403(b), and an additional **\$19,000 plus \$6,000 (\$25,000)**, if over age 50, to a 457(b)]. You may maximize your deferral amount by using the following chart:

Pay Frequency	If you are under age 50 \$19,000	Age 50 and over \$19,000 + \$6,000
Biweekly (26 pays)	\$730.76	\$961.53
Biweekly (22 pays)	\$863.63	\$1,136.36

This chart assumes that the deferral election is effective the first pay period in 2019 (pay period ending January 5, 2019).

Weight Watchers at Work in the Chesapeake Building

Twenty-two employees in the Chesapeake Building participated in the Weight Watchers at Work Program and lost collectively 257.8 pounds in the first 12-week session. During the second 12-week session, 15 employees in the Chesapeake Building participated and collectively lost 101 pounds.

Why Choose Weight Watchers?

Flexibility that Fits Your Life

- Personalized food and fitness tracking
- A suite of digital and mobile tools to stay on track
- Guidance from a trained Meeting Leader who has been successful in the program

If you are interested in joining the Chesapeake Building group, we will be starting a 17-week session soon. The meetings will be held in the Chesapeake Building on Fridays from 9:15 a.m. – 10:00 a.m. For more information, please email Stacy Sims at ssims@umd.edu



DECEMBER 20

1:00-4:00PM

0100 SENECA BUILDING

LEARNING FEE: \$75



Language

Register: Training.umd.edu

MANAGING IN A LINGUISTICALLY-DIVERSE WORKPLACE

Do you have employees in your shop or office for whom English is a second language? Then you know that cross-cultural communications can be challenging at times.

This workshop gives supervisors knowledge and insight into English sounds that non-native speakers have difficulty pronouncing or understanding, English grammatical features that non-native speakers have difficulty in mastering, and differences, and workplace attitudes of native cultures represented among University of Maryland staff.

Topics include: Why English is Hard, Cross-Cultural Communications, and Outside Resources for English Language Learners.

Health Benefits

Putting the pieces together
to improve your health.



WELLNESS PLAN ACTIVITIES FOR 2019

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.

Follow These Easy Steps to Start Earning Your Rewards

1. Select a PCP (if not already done).
2. Complete the online health risk assessment. You have a choice between completing your medical plan's health risk assessment or the State health risk assessment.
3. Take the list of screenings with you to your annual physical exam and if your doctor recommends any of the screenings for which you are due, complete the screening(s).

Take Advantage of These Wellness Benefits

- Reimbursement of weight loss program monthly membership fees.
- Wellness coaches – available under all medical plans – to help you reach your nutrition and health goals.

For details, go to our website at: <http://dbm.maryland.gov/benefits/Pages/WellnessHome.aspx>

Get Started!

All employees, non-Medicare eligible retirees, and enrolled non-Medicare eligible spouses need to create their own individual online account the first time they visit their medical plan's website. **If you already created an account in the previous year, you do not need to set up a new account.**

To Create a New Account – CareFirst Enrollees

1. Register for MyAccount by visiting www.carefirst.com/statemd. Click "Register Now" and follow the steps.
2. Once logged into MyAccount, a popup box will appear called Wellness Program – click on the "Earn Now" button to go to the section where you can see the requirements.
3. Alternatively, on the MyAccount landing page there is a banner that states – "To access your 2019 State of Maryland Wellness Program click here." Click this button to go to the wellness section.

To Create a New Account – Kaiser Enrollees

1. Login or Register at www.my.kp.org/maryland
2. To begin the process click on “Wellness Program Information.” You can find this in a blue box on the right-hand side of the page. Here, you will find all of the information needed to participate in the wellness program.
3. Sign the HIPAA Wellness Agreement.

To Create a New Account – United Healthcare Enrollees



1. Login or Register at www.myuhc.com. To register, click the “Register Now” button. Have your UnitedHealthcare medical ID card on hand.
2. Once logged on to myuhc.com, click on the Health & Wellness tab which is the farthest right tab at the top of the page.
3. Follow these simple steps to complete a one-time Health & Wellness registration. On return visits you will be able to go directly to your personal Health & Wellness homepage.
 - a) Select a primary care provider (PCP) if not already done.
 - b) Complete Health Assessment – You have two options to choose from on www.myuhc.com:
 - Complete the Rally SM Health Assessment that can be located on the Health and Wellness tab and click “Go to Rally” OR
 - Complete the State of Maryland’s Health Assessment that can be located on the Claims & Accounts tab in the Claim Forms section or see the link below.

Find Out More!

Go to the Employee Benefits Wellness website at www.dbm.maryland.gov/benefits and click on the Wellness tab at the top of the screen. There you will find Frequently Asked Questions, Wellness Program Zero Copay Process instructions, and more wellness resources available to you.

WELLNESS PROGRAM ROUTINE SCREENINGS 2019				
SCREENING	18-29 YEARS	30-39 YEARS	40-49 YEARS	50+ YEARS
ROUTINE CHECKUP <ul style="list-style-type: none">• Personal history• Blood pressure• BMI• Physical exam• Comprehensive metabolic blood panel including LDL/ HDL, hemoglobin A1C, CBC	Annually	Every 1-3 Years, depending on risk factors	Every 1-3 Years, depending on risk factors	Annually
BREAST CANCER (Women)	Annual Clinical Breast Exam	Annual Clinical Breast Exam	Annual Clinical Breast Exam And Annual Mammography	Annual Clinical Breast Exam And Annual Mammography
CERVICAL CANCER	Initial Pap Test at 3 years after first sexual intercourse or by age 21. Then, every 1-3 years per clinician	Every 1-3 years per clinician (Pap test may be performed at 3 year intervals only after 3 consecutive negative results)	Every 1-3 years per clinician (Pap test may be performed at 3 year intervals only after 3 consecutive negative results)	Every 1-3 years per clinician (Pap test may be performed at 3 year intervals only after 3 consecutive negative results)
COLORECTAL CANCER				Colonoscopy at age 45, then once every 10 years Or as recommended by your doctor
DIABETES – TYPE 2			Beginning at age 45: Every 3 years or more often at discretion of physician	Beginning at age 45: Every 3 years or more often at discretion of physician
TETANUS, DIPHTHERIA IMMUNIZATION	3 doses if not previously immunized. Booster every 10 years (one booster should be with Adult dTap vaccine)	3 doses if not previously immunized. Booster every 10 years (one booster should be with Adult dTap vaccine)	3 doses if not previously immunized. Booster every 10 years (one booster should be with Adult dTap vaccine)	3 doses if not previously immunized. Booster every 10 years (one booster should be with Adult dTap vaccine)

December 2018

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17 UHR Benefits: New Employee Benefits Enrollment and Q&A	18	19	20 Managing in a Linguistically-Diverse Workplace	21
24	25	26	<div>UHR has all of this and more!</div> <div>The full catalog</div> 	

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

