



Jewel Washington speaking at the latest Learning & Training Partners meeting.

UHR | Connect March 2017

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Keeping in mind our goal to collaborate more advantageously with our campus colleagues and provide the best quality services, UHR has implemented several HR communities over the past two years with others planned for the future. These communities offer the opportunity to collaborate strategically, ensure consistent practice across campus and share experiences that we all can benefit from.



Human Resource Service Partners (HRSP): This community deals primarily with strategic collaboration surrounding HR practices and consistent application of UHR and system-wide policies, Federal/State laws and regulations, and accepted best practices. To be a part of this community, please contact [LaDonna Hopkins](#)

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Human Resource Service Representatives (HRSR): This community was built upon the foundation created by the HRSP community. Comprised of hands-on employees who carry out the various human resource processes their goal is to enhance the quality and efficiency of UHR related transactions, communications, programs, and initiatives within their department/college/unit. To be part of this community, please contact [Sherry Costello](#)

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Learning & Training Partners (L&TP): A new community formed to facilitate information & resource sharing, as well as collaboration among training professionals across the university. You can read more about this new and exciting community later in this issue. To be part of this community, please contact [Lauren Pazornick](#)

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The UHR communities have been very successful. Keep an eye out as we have a few more planned in 2017.



PRD Essentials

Attend training on the essentials of the Performance Review and Development process (PRD)



Food Drive 2017

The 6th Annual Good Neighbor Day service event is on April 1st.

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Terp Thon 2017

You and your family are cordially invited to the Faculty/Staff Tour at Terp Thon.

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L&TP Community

A new community has formed to facilitate information & resource sharing.

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BOR Staff Award Finalists

See a listing of the Staff Award Finalists.

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PRD Essentials - Now Playing

The Office of Staff Relations (OSR) invites all staff and especially new supervisors to attend the Performance Review and Development (PRD) training that UHR offers on the second [Wednesday](#) of every month. The annual PRD cycle runs through March 31st of every year for Regular and Contingent 2 staff employees.

Performance management is an essential part of a supervisor's responsibility. Employees also play a significant role in monitoring and improving their own performance. PRD is a system that includes both review, training, and development. PRD is also a mechanism to provide ongoing interaction to recognize good performance and to identify training and development needs with your employees. In order for PRD to be beneficial to both supervisor and employee, both parties must understand the system and be trained in its use.

The [monthly PRD training](#) is essential for all non-faculty employees and is mandatory for supervisors who have not yet taken the training. This includes faculty who supervise non-faculty employees. The training greatly assists supervisors with their responsibility for administering the evaluation process. The training engages staff and ensures that they are comfortable with the performance review process.

[PRD training](#) is offered on the second Wednesday of every month from 9:00 a.m. until 10:45 a.m. on the first floor of the Chesapeake Building. Please take advantage of these upcoming learning opportunities by registering online at: training.umd.edu

For additional information on PRDs, the components and more visit the [PRD page](#) on the Office of Staff Relations website at uhr.umd.edu. The OSR staff looks forward to meeting you at the March or April training sessions and to assisting you in maximizing your staff's performance by effectively utilizing the PRD tool at the end of the current PRD cycle (March 31st).

Important Note: *University policy requires that all C2 and regular staff employees receive annual PRDs.*

New to the UHR Team



Alesia Ruiz is the newest member on our Compensation team, but she is not new to UHR.

Alesia's prior role was as a Benefits Counselor with the UHR Benefits Office. Prior to coming to the university in 2013, she worked at another state agency, Maryland Automobile

Insurance Fund, for nine years. She brings with her nine years of experience as an HR Generalist, where she handled compensation, employment, and benefits. In addition, Alesia is a University of Maryland graduate, Class of 1991. She is excited about her new position as a UHR Analyst.



Molly Raulin joined the staff relations team on January 23rd, a few weeks after graduating summa cum laude from UMCP with a B.S. in Family Science. She previously worked as a student support intern for the Vice President of Administration & Finance, assisting with everything from planning

the 2016 Employee Appreciation Picnic to overseeing the creation of the new VPAF website. As her studies became concentrated in mediation and human services, she became interested in human resources as a potential career path. Thus far, her diverse skill set has been utilized in implementing social media for UHR, organizing staff events, and editing this newsletter while simultaneously soaking up as much knowledge as she can about staff relations processes from her colleagues. Molly is an avid lover of coffee and donuts, having spent three years as a barista and much of her childhood in her family's bakery.

Lunch & Learn



March's Lunch & Learn will focus on Cholesterol: Your Key to Heart Health. You will learn the components of the lipid profile and what they

mean. Lifestyle factors that can affect and improve cholesterol levels will be discussed. Learn simple tips to keep cholesterol in a healthy range. The Lunch & Learn will be held on Friday, March 10, 2017 in 1101U Chesapeake Building from 12:00 – 1:00 p.m. register at training.umd.edu.

The boxes will be put in place on March 10th and picked up on March 31st. Also, consider coming out and volunteering for Good Neighbor Day! Registration and project details can be found at GoodNeighborDay.umd.edu. The Office of Community Engagement looks forward to your participation!



GOODNEIGHBORDAY
MARYLAND IN SERVICE TO THE COMMUNITY

Office of Community Engagement



FOOD DRIVE

2017

FROM MARCH 10 UNTIL APRIL 1
to benefit...

COLLEGE PARK
COMMUNITY
FOOD BANK

We are Collecting
Clear, canned and boxed food and drink items
(no expired, opened, dented, broken or glass containers)

Suggested Items

• Pasta Sauce	• Canned Fish or Poultry	• Baby Food or Formula
• Peanut Butter	• 100% Fruit Juice	• Canned Fruit
• Low Sodium/No Salt Added Canned Vegetables or Beans	• Low Sodium Canned or Dried Soups	• Dried Pasta, Rice, Grains or Beans



For more information about Good Neighbor Day and Food Drive collection sites visit:
[www. GOODNEIGHBORDAY.umd.edu](http://www.GOODNEIGHBORDAY.umd.edu)
Thank you for your generosity!

Network Dance Marathon in the Armory on Saturday, March 4th, from noon to midnight! Check-in is at 11:30 a.m. outside the Armory, opening ceremonies begin at noon, followed immediately by the Faculty/Staff Tour. You and your family will get to meet our Miracle Kids, get a behind the scenes look at Terp Thon, and see why thousands of students are so passionate about raising funds and awareness for the kids at Children's National Health System. Please RSVP [here](#) if you are interested.

SAVE THE DATE

TERP THON 2017

At **The Reckord Armory**, University of Maryland

Saturday March 4th	CHECK-IN AT 11:30AM
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 **TerpThon**
a miracle network dance marathon

Are your beneficiary designations up-to-date? Did you recently get married, have a death in the family, get divorced, or have a baby? If you answered yes, update your beneficiary information for your life insurance and retirement plans. Listed below are links for the various University/State of Maryland beneficiary forms. Completed forms may be submitted to the UHR Office of Employee Benefits or directly to the carrier. Don't forget to keep a copy for yourself!

UNUM Life Insurance

Kaiser Permanente

Two New Urgent Care Centers Now Open:

Urgent Care at Fredericksburg Medical Center

- Monday through Friday: 5:30 p.m. to 1 a.m.
- Saturday, Sunday, and holidays: 9 a.m. to 5 p.m.

Urgent Care at Baltimore Harbor Medical Center

- Monday through Friday: 5 p.m. to 1 a.m.
- Saturday and Sunday: 9 a.m. to 5 p.m. Pharmacy, laboratory, and radiology departments will also be open during these hours to support urgent care needs.

Digital membership cards are now available, making it easier for members to manage their health care on their mobile app.

Membership information is now available to members anytime, anywhere with an electronic version of their ID card. To access their card, members can simply tap the card icon at the bottom of the Kaiser Permanente app dashboard. With their digital membership card, members can:

- Check in for appointments with their doctor, lab, and radiology.
- Pick up prescriptions.
- Access family's membership information.

Don't have the app? Members can download it to their smartphone, sign on with their [kp.org login](http://kp.org/login), and begin using their digital membership card today.

Learning & Training Partners Community

A new community has formed to facilitate information and resource sharing, as well as collaboration among training professionals across the university. The Learning & Training Partners community uses the Human Resources Partner model initiated by Jewel Washington, Assistant Vice President of University Human Resources. Namrata Ram-Andriessens, Assistant Director for Learning & Talent Development in UHR, leads the L&T Partner group. Additionally, there are two partners groups that formed in 2015, which encourage

collaboration between UHR and HR officers throughout the campus, HR Service Partners and HR Service Representatives.

The L&T Partners held their first meeting in mid-December with 40 attendees representing all six Divisions. During the first meeting, L&T Partners networked, shared their collective expertise and discussed the goals & purpose of this group. Participants watched and discussed "Collective Genius: The Art & Practice of Leading Innovation," a TED Talk by Linda Hill of Harvard Business School. They were then led in a discussion and brainstormed ways to drive professional and personal development for employees and improve learning and training processes.

The L&T Partner Goals are to:

- Innovate and contribute to development and implementation of new learning and training initiatives
- Serve as channel of communication to and from staff, faculty, and leadership in regards to learning and training
- Collaborate on learning and training implementations pertaining to your unit
- Network, discuss, and benchmark learning and training practices to gain institutional insight into talent and professional development of staff and faculty

The L&T Partners held their second meeting on February 15 and reviewed survey findings about the varied aspects of training and development that are facilitated by its members. Ms. Ram-Andriessens led the meeting and encouraged members to consider the findings when identifying ways to collaborate on training. Art Dwight, Learning & Talent Development Consultant, shared resources including a sample Training Completion Certificate and a Facilitator Manual template. A video from Lynda.com highlighted "Sharpening Your Presentation Skills," which was followed by discussion led by Angela Jackson, Learning & Talent Development Specialist. Updates were given by Kim Colbert, Director of Information Services & Compensation for UHR and Deborah Mateik, Director, DIT-ATI-Learning Technology Strategy about the Enterprise Learning Management System. Cyn Trombly Allen, Learning & Talent Development Consultant, provided information about UHR Course Offerings.

If you are interested in becoming a part of this group, contact Namrata Ram-Andriessens or Lauren Pazornick at 301-405-5651.

Are you wondering about the 2016 ACA 1095-C tax forms?

Individuals are **NOT REQUIRED** to submit these forms with their 2016 tax forms. As with last year, just keep a copy with your 2016 tax documents.

ACA Form 1095 Frequently Asked Questions

1. **What is this form I'm receiving?** A 1095 form is a little bit like a W-2 form. Your employer or insurer sends one copy to the Internal Revenue Service (IRS) and one copy to you. A W-2 form reports your annual earnings. A 1095 form reports your health care coverage throughout the year.
2. **Who sends the form, and how/when is it delivered?** Your employer or health insurance company (Kaiser enrollees only) should provide one to you either by mail or in person. They may send the form to you electronically if you gave them permission to do so. You should receive it no later than March 2, 2017.
3. **Why are you sending it to me?** The 1095 forms will show that you and your family members either did or did not have health coverage during each month of the past year. Because of the Affordable Care Act, every person must obtain health insurance or pay a penalty to the IRS.
4. **I thought the Affordable Care Act was being repealed. Do I still need this form?** The Affordable Care Act was in effect for the entire year of 2016. IRS tax forms will still require you to report whether or not you had health coverage in 2016.
5. **What am I supposed to do with this form?** Keep it for your tax records. You do not actually need this form in order to file your taxes, but when you do file, you will have to tell the IRS whether you had health insurance for each month of 2016. The Form 1095-B or 1095-C shows if you had health insurance through your employer. **Since you do not actually need this form to file your taxes, you do not have to wait to receive it if you already know what months you did or did not have health insurance in 2016.** When you do get the form, keep it with your other 2016 tax information in case you should need it in the future to help prove you had health insurance.
6. **What if I get more than one 1095 form?** Someone who had health insurance through more than one employer during the year may receive a 1095-B or 1095-C from each employer. Some employees may receive a Form 1095-A and/or 1095-B reporting specific health coverage details. Just keep these—**You do not need to send them in with your 2016 taxes.**
7. **I have more questions—Who do I contact?** An IRS website called Questions and Answers about Health Care Information Forms for Individuals (Forms 1095-A, 1095-B, and 1095-C) covers most of what you need to know.

FSA: Use it or Lose it

Still have money left over from 2016 in your **Connect Your Care** flexible spending account? Remember – it is the use it or lose it rule. If you do not use the money remaining in your account by the deadline date, you will forfeit the money. You have until **March 15, 2017** to incur eligible expenses for your **Health Care FSA**. You had until **December 31, 2016** to incur eligible expenses for your **Dependent Day Care FSA**. Here are some ways to use your Health Care FSA before the end of the year:

- Acupuncture
- Contact lenses
- Contact solution (You will have to pay out of pocket and submit the receipts for reimbursement.)
- Dental treatment
- Doctor's office copays
- Eye exams
- Health insurance deductibles
- Hearing aids
- Lasik surgery
- Over-the-counter medications such as cold medicine, allergy treatment, and pain relievers require prescriptions for reimbursement
- Prescription glasses
- Prescription medications
- Transportation (mileage) to and from doctor appointments



Clint Bucco | *Philip Merrill College of Journalism*

Effectiveness and Efficiency in Academic Transformation

Jenna Beckwith | *University Health Center*

Outstanding Service to Students in an Academic
or Residential Environment (exempt)



Sara Lopez | *Dining Services*

Outstanding Service to Students in an Academic
or Residential Environment (non-exempt)

Daniel Ramia | *College of Agriculture & Natural Resources*

Exceptional Contribution to the Institution and/or Unit
to Which the Person Belongs (exempt)



BOARD OF REGENTS' STAFF AWARDS FINALISTS



Audrey Stewart | *Facilities Management*

Exceptional Contribution to the Institution And/Or Unit
to Which the Person Belongs (non-exempt)

Daniel Wilson | *Institute for Bioscience & Biotechnology Research*

Effectiveness and Efficiency in Administrative Transformation



Terry Zacker | *Stamp Student Union*

Extraordinary Public Service to the University or Greater
Campus Community (exempt)

March 2017



Mon.	Tue.	Wed.	Thu.	Fri.
		1 <u>PRD for Supervisors and Nonsupervisors</u>	2 <u>EDI 1.6</u>	3 <u>Parental Leave Training</u>
6 <u>New Employee Orientation & Welcome</u>	7	8 <u>Supervisor's Essentials (Live and Online)</u>	9	10 <u>BYOL (Bring Your Own Lunch) Brown Bag Seminars</u>
13 <u>UHR Benefits: New Employee Benefits Enrollment and Q&A</u>	14	15	16	17
20	21	22	23	24
27 <u>UHR Benefits: New Employee Benefits Enrollment and Q&A</u>	28 <u>LDI 1.1</u>	29	30 <u>EDI 1.1</u>	31



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