



# HR Newsletter

## JANUARY 2020

### Please Help Us Welcome Our New Partners in Mission:

Gersomina de Freitas, *lab & administrative assistant*

Sarah Ebsworth, *enrollment manager*

Hwasun Lim, *admissions recruiter*

Angela Williams, *Title III Project Director / Director of Student Success*

David Kiefaber, *admissions specialist / data entry clerk*

Jina Fast, *visiting assistant professor, philosophy*

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### Did You Know?

Catherine Subrizi has been promoted to *senior communications manager* and will be joining the University Communications team this month!



### January Birthdays!

1st	Jessica Wood, <i>auxiliary &amp; conference services</i>	20th	Samantha Kastner, <i>athletics</i>
4th	Luz Caceda, <i>institutional research</i>	21st	Jocelyn McKeon, <i>chemistry department</i>
5th	Donna Jenkins, <i>academic affairs</i>	24th	Sarah Holman, <i>school of pharmacy</i>
6th	Brittany Lawson, <i>school of nursing</i>		Jeanette Quinn, <i>school of education</i>
7th	Warren Szelistowski, <i>information technology</i>	26th	Kelly Harrison, <i>groundskeeping</i>
8th	James Henderson Jr., <i>public safety</i>	27th	Hang Kyo Lim, <i>biology department</i>
	Jerry Winston, <i>registrar's office</i>		Doug Wannall, <i>information technology</i>
10th	William "WEB" Brown, <i>facilities management</i>	29th	Rhett Phillips, <i>information technology</i>
16th	Christina Miele, <i>school of pharmacy</i>		



# HEALTHY GATOR



For Class Updates @NDMUCampusRec  
Twitter and Instagram

DEPARTMENT OF ATHLETICS AND  
CAMPUS RECREATION

## January 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1 New Year's Day No Classes	2 No Classes	3 No Classes
6 No Classes	7 No Classes	8 No Classes	9 No Classes	10 No Classes
13 No Classes	14 No Classes	15 No Classes	16 No Classes	17 No Classes
20 No Classes MLK DAY	21 YogaWorks 12:00-1:00pm Spin Class 6pm	22 Zumba Stretch 12-12:15 Zumba 12:15-1pm	23 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	24 Group Personal Training 12-1pm
27 Monday Mile 11:30-12pm Group Personal Training 12-1pm	28 YogaWorks 12:00-1:00pm Spin Class 6pm	29 Zumba Stretch 12-12:15 Zumba 12:15-1pm	30 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	31 Group Personal Training 12-1pm

Class Locations

Zumba  
Dance Studio

YogaWorks  
Dance Studio

Group Training  
MBK Fitness Center

Spin Class  
Dance Studio

Visit [notredamegators.com/campusrec](http://notredamegators.com/campusrec) for more info!

### Recipe of the Month: Herbed Chicken Marsala

Smothered in low-calorie sauteed mushrooms and sundried tomatoes, this dish is both healthy and satisfying. A little bit of butter goes a long way in the sauce—just a touch adds creamy richness.

[Click here for the Recipe!](#)



### *The Basic 8—Self-Care Priorities for Managing Chronic Health Issues*

More than half of Americans are currently living with at least one chronic disease, while 1/3 of patients are managing 2 or more chronic conditions.

You are not alone—watch this quick [BrainShark video](#) on what you can do to better manage your health.

## **\*\* Important Dates \*\***

Wednesday, January 8, 2020	Spring 2020 Tuition Remission applications DUE
Wednesday, January 15, 2020	Credit is Your Friend lunch 'n' learn
Thursday, January 16, 2020	Building Bridges Across Maryland training session #5
Monday, January 20, 2020	Martin Luther King Holiday—University Closed
Wednesday, February 12, 2020	Building Bridges Across Maryland training session #6
Thursday, February 13, 2020	Managing Your Strengths
Tuesday, February 18, 2020	Notre Dame Day
Thursday, February 20, 2020	Dealing with Difficult People

**Credit is Your Friend—Lunch 'n' Learn—Learn how to best manage your credit and establish a great credit score. Discover which types of loans are best for you. Ask questions from the experts and learn about the credit union. Wednesday, January 15, 2020, from Noon – 1:00 (Room TBD) Bring your bagged lunch and learn about credit.**

To Register for any of the trainings, please email [klitz@ndm.edu](mailto:klitz@ndm.edu).

For more information on the trainings, please visit <https://www.ndm.edu/human-resources/training-development> and view the 2019-20 Schedule.

## **Employee Assistance Program—Your FREE Benefit!**

**What is it?** A FREE service that provides professional and confidential services to help you address personal, family, life and work-related issues.

**What services?** Unlimited Telephonic Clinical Assessment and Referral  
Unlimited Child Care and Elder Care Referrals  
Financial and Legal Consultation for Unlimited Number of Issues per Year  
Unlimited Pet Care Consultation  
Unlimited Education Referrals and Resources  
Unlimited Community-based Resource Referrals  
Online Legal Resource Center—you can even create your own will!

Still have questions? Watch this [quick video](#) or come talk to human resources.

# 2020 Payroll Updates

- ⇒ **Maryland Minimum Wage Increase**—effective January 1, 2020, the Maryland Minimum Wage will \$11 per hour. If you have student workers, they will now be paid at this higher rate—please be mindful of this when tracking your budgets!!!
- ⇒ **2020 Benefit Deductions**—On January 16th, your paychecks will reflect the new 2020 Benefit Rates—please review your paychecks for accuracy as corrections can only be made during January.
- ⇒ **NEW Federal Tax Withholding Form**—Due to changes in the federal tax code, the government has issued an updated W4 Federal Tax Withholding Form. This [link to the IRS](#) will explain the changes and also has a link to a Tax Withholding Calculator to assist you.
- ⇒ **We're moving to Paycom!** This major project will move all our systems—payroll, benefits, applicant tracking, background screening, etc.—to one unified platform. Please be patient as our office response time may be delayed during this transition process.

Knowing where to go for care is important! Costs can vary widely depending on where you go, so make sure you check with the provider or visit [myUHC.com](http://myUHC.com) to price out your options!



## Know where to go.

### See your primary care provider whenever possible.

Your primary care provider usually has easy access to your records, knows the bigger picture of your health, and many offer same-day appointments to meet your needs. When seeing your provider is not possible, it's important to know your quick care options to find the place that's right for you and help avoid financial surprises.

#### Quick Care Options

#### Needs or Symptoms

#### Average Cost<sup>1</sup>

##### 24/7 Nurse Line

Call the toll-free member phone number on your health plan ID card for expert advice.

- Choosing where to get medical care.
- Finding a doctor or hospital.
- Health and wellness help.
- Answers to questions about medicines.

\$0

##### Virtual Visits

Anywhere, anytime online doctor visits. To learn more, visit [uhc.com/VirtualVisits](http://uhc.com/VirtualVisits).

- Cold
- Flu
- Fever
- Pinkeye
- Sinus problems

\$50<sup>2</sup>

##### Convenience Care Clinic

Treatment that's nearby.

- Skin rash
- Flu shot
- Minor injuries
- Earache

\$65

##### Urgent Care Center

Quick after-hours care.

- Low back pain
- Respiratory illness (cough, pneumonia, asthma)
- Stomach illness (pain, vomiting, diarrhea)
- Infections (skin, eye, ear/nose/throat, genital-urinary)
- Minor injuries (burns, stitches, sprains, small fractures)

\$190

##### Emergency Room (ER)<sup>3</sup>

Care for serious needs.

- Chest pain
- Shortness of breath
- Severe asthma attack
- Major burns
- Severe injuries
- Kidney stones

\$1,700

#### Freestanding ERs

Many people have been surprised by their bill after visiting a freestanding emergency room (FSER). FSERs, sometimes referred to as urgency centers, can be 2x the cost of an ER and 20x the cost of an Urgent Care Center. Neither located in nor attached to a hospital, FSERs are able to treat similar conditions as an ER but do not have an ER's ability to admit patients.

#### Ask before you enter:

1. Is this an Urgent Care Center or ER?
2. Is this facility a network provider?

## ***DON'T FORGET!***

**Spring 2020 Tuition Remission Forms are due January 8th**—make sure you include your receipt for paying the registration fee and a copy of your class registrations—forms missing these items will not be processed.



**2019 W2's** will be mailed out no later than January 31st to your home address on file. If your address has changed in the past year, make sure you notified HR! If you want a copy of your W2 sooner, you can visit ADP and print it out.

**Partners in Mission—Save The Date!!!** Our annual celebration will be held on May 7th. Please join us as we honor our fellow Partners in Mission on this special day.

