



HR Newsletter

JUNE 2020

June Birthdays!

- 1st Shannon Austin, *institutional advancement*
- 5th Cleo Margetas, *registrar's office*
- 8th Suzan Harkness, *academic affairs*
- 9th Cecelia Crowell, *a child's place*
- 10th Irena Fedorovsky, *psychology department*
- 14th Rachel Camponeschi, *marketing*
- 15th Jaclyn Whitley, *school of pharmacy*
- 17th LaReine-Marie Mosely, *religious studies dept.*
- 19th Jennifer Bailey, *school of pharmacy*
Leah Inger, *music department*
- 20th Varvara Sheliga, *information technology*
- 23rd Caroline Mahle, *business dept. & ELI*
- 27th Amber Renaud, *school of nursing*
- 29th David Morrocco, *school of education*

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Welcome to our new
Partner in Mission:

Arnelle Quashie, *director of
accessibility & health
promotion*

Visiting campus?
Don't forget to wear
your facemask!





employee assistance

ACI's Employee Assistance Program (EAP) provides professional and confidential services to help employees and family members address a variety of personal, family, life, and work-related issues.

Confidential and professional assessment and referral services for employees and their family members

EAP and Work-Life Benefits:

From the stress of everyday life to relationship issues or even work-related concerns, the EAP can help with any issue affecting overall health, well-being and life management.

- Unlimited Telephonic Clinical Assessment and Referral
- Up to 5 Sessions of Professional Assessment* for Employees and Family Members
- Unlimited Child Care and Elder Care Referrals
- Legal Consultation for Unlimited Number of Issues per Year
- Financial Consultation for Unlimited Number of Issues per Year
- Unlimited Pet Care Consultation
- Unlimited Education Referrals and Resources
- Unlimited Referrals and Resources for any Personal Service
- Unlimited Community-based Resource Referrals
- Online Legal Resource Center
- Affinity™ Online Work-Life Website
- myACI App for Mobile Access
- Multicultural and Multilingual Providers Available Nationwide

EAP benefits are free of charge, 100% confidential, available to all family members regardless of location, and easily accessible through ACI's 24/7, live-answer, toll-free number.

EAP services are provided by ACI Specialty Benefits, under agreement with Reliance Standard Life Insurance Company.

Reliance Standard Life Insurance Company is licensed in all states (except New York), the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. In New York, insurance products and services are provided through First Reliance Standard Life Insurance Company, Home Office: New York, NY. Product availability and features may vary by state.

*3 Sessions per Six Months for California Employees

Additional Questions?

Contact Human Resources or contact ACI Specialty Benefits toll-free at

855-RSL-HELP

(855-775-4357)

rsli@acieap.com

<http://rsli.acieap.com>



ACCESS CODE
RSLI859

THIS IS A **FREE**
BENEFIT!!!



Holiday Schedule

July 1, 2020—June 30, 2021

Holiday	Date	Weekday
Independence Day	July 3, 2020	Friday
Labor Day	September 7, 2020	Monday
Thanksgiving	November 25, 2020 November 26, 2020 November 27, 2020	Wednesday Thursday Friday
Christmas	December 24, 2020 December 25, 2020 December 28, 2020 December 29, 2020 December 30, 2020	Thursday Friday Monday Tuesday Wednesday
New Year's Eve & New Year's Day	December 31, 2020 January 1, 2021	Thursday Friday
Martin Luther King Day	January 18, 2021	Monday
Good Friday & Easter Monday	April 2, 2021 April 5, 2021	Friday Monday
Memorial Day	May 31, 2021	Monday

Paycom offers Help for utilizing their site. Just go to the ***Company Information*** tab. There you will find “Show Me How” opportunities for most processes you will be utilizing. There are also learning opportunities in the ***Learning*** tab. Great resources for all of us!

Time Management Time-Off Requests **Information** Payroll Documents Checklists Benefits Learning **Company Information**

Help Menu

Address and Contact Information

HR Information

Change Password or Username

Change Security Questions

EEO Information

Account Settings

Company Information

- Show Me How: to Submit an Ask Here Conversation
- Download the App
- Ask Here
- Information
- Show Me How: to Update My Contact Information
- Spanish Show Me How: to Update My Contact Information
- Show Me How: to Submit an FFCRA Leave Request in Ask Here

Documents and Checklists

- Documents and Checklists
- Show Me How: to Complete a Checklist
- Spanish Show Me How: to Complete a Checklist

Employee Self-Service ®

- Learning
- Show Me How: to Complete Learning Content
- Spanish Show Me How: to Complete Learning Content
- Spanish Show Me How: to Verify My Phone Number
- Show Me How: to Change My Username
- Spanish Show Me How: to Change My Username
- Show Me How: to Change My Language Preference
- Spanish Show Me How: to Change My Language Preference

My Payroll

- Payroll
- Show Me How: to Change My Year-End Tax Preferences
- Show Me How: to View My W2 Details
- Spanish Show Me How: to View My W2 Details
- Show Me How: to Update My Tax Information
- Spanish Show Me How: to Update My Tax Information

My Schedule Exchange

- My Availability
- Schedule Exchange
- Show Me How: to Review My Schedule
- Show Me How: to Set My Availability
- Spanish Show Me How: to Review My Schedule

Time Management

- Time Management
- Show Me How: to Clock In/Out via Kiosk
- Show Me How: to Add Hours with Web TimeSheet
- Show Me How: to Clock In/Out via Web TimeClock
- Show Me How: to Approve My Timecard
- Spanish Show Me How: to Add Hours to Web Time Sheet
- Spanish Show Me How: to Approve My Timecard

Do you need to change your benefits?

Due to COVID-19, you are able to make changes to your flexible spending and dependent care accounts. Check out the quick guides to see how easy it is to make changes in Paycom!

Need help with Paycom?

If the internal Help Menu isn't quite answering your questions, you can always reach out with questions or set up time to talk with us via Zoom.

Paycom even has an **“Ask Here”** function that allows you to easily submit your questions through Paycom and everyone in HR will be notified.

Open positions in your department?

We are now utilizing Paycom for applicant tracking!
Our paper Recruitment Request form is now digital in Paycom.
To get started, select Create Requisition.



Dear Notre Dame Community,

During these rapidly changing times, we are in need of human connection more than ever. That is precisely why we are pleased to share news of virtual programs and resources that encourage connectivity with Notre Dame and fellow alums, ways to share support for our students, and resources to help with remote learning, career changes, and spiritual nourishment.

[Click here for more information!](#)

We are on a roll with our 30-minute chat series! Last week we talked about exercise. This week we will **not** hold a morning session but will instead host the evening version: “How Do You Fix Your Cocktail?” on Tuesday, June 2 at 7:30 p.m. EST. (The next coffee session will be held the week of June 8th.)

Tuesday’s topic will be summer camp memories. Whether or not you’ve been to summer camp, we hope you’ll join us ‘round the virtual bonfire. Bring your s’mores if you’re so inclined. Feel free to share this login information with NDMU friends:

How Do You Fix Your Cocktail? Topic: Summer Camp Memories

Time: Jun 2, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://ndmu.zoom.us/j/93349052067?>

[pwd=OG0wQXlzaVgraHRRczRuK1UxTVJydz09](https://ndmu.zoom.us/j/93349052067?pwd=OG0wQXlzaVgraHRRczRuK1UxTVJydz09)

Meeting ID: 933 4905 2067

Password: 319404

Yours in caffeine,

Aliza

COVID-19 Resources

NDMU is actively monitoring the COVID-19 pandemic, with particular focus on the health and well-being of the University community, as well as on the continuity of University operations. This information is updated daily, and all members of the NDMU community are advised to check back regularly for new updates.

<https://www.ndm.edu/coronavirus-information/covid-19-updates-employees>

On this [page](#), you will find important information about:

- ◆ Face Covering Requirement
- ◆ Out-of-State Commute/Travel
- ◆ Sick Employees
- ◆ At Risk Employees
- ◆ Providing Childcare
- ◆ Flexible Leave & Alternate Work Arrangements
- ◆ Families First Coronavirus Response Act

Online Engagement Resources

Check out the wide range of resources to hold meetings, host events, and build community no matter the distance! This even has fun things for the family!

<https://www.ndm.edu/online-engagement-resources>

There are also resources for:

- ◆ [Burnout Prevention](#)
- ◆ [Stress and Self-Care](#)
- ◆ [6 Ways to Weave Self-Care into your Workday](#)

Say hello to Sanvello



On-demand help with stress, anxiety and depression.

Sanvello is an app that offers clinical techniques to help dial down the symptoms of stress, anxiety and depression – anytime. Connect with powerful tools that are there for you right as symptoms come up. Stay engaged each day for benefits you can feel. Escape to Sanvello whenever you need to, track your progress and stay until you feel better.

Download the app today.
More information on [Sanvello.com](https://www.sanvello.com).

The Sanvello app is available to you at no extra cost as part of your plan's behavioral health benefits.



Daily mood tracking

Answer simple questions each day to capture your current mood, identify patterns and self-assess your progress.



Coping tools

Reach for just the right tool to relax, be in the moment or manage stressful situations, like test-taking, public speaking or morning dread.



Guided journeys

Designed by experts for a range of needs, journeys use clinical techniques to help you feel more in control and build long-term life skills.



Personalized progress

Through weekly check-ins, Sanvello creates a roadmap for improvement. Track where you are, set goals and make strides week by week.



Community support

Connect with one of the largest peer communities in the field and share advice, stories and insights – anonymously, anytime.

3 Steps to Upgrade to Premium for Free: **1.** download and open the app **2.** create an account and choose "upgrade through insurance" **3.** search for and select UnitedHealthcare, then enter the information available on your UnitedHealthcare medical insurance card. Questions? Email info@sanvello.com



Apple, App Store and the Apple logo are trademarks of Apple Inc., registered in the U.S. and other countries. Google Play and the Google Play logo are registered trademarks of Google Inc.
The Sanvello mobile application should not be used for urgent care needs. If you are experiencing a crisis or need emergency care, call 911 or go to the nearest emergency room. The information contained in the Sanvello mobile application is for educational purposes only; it is not intended to diagnose problems or provide treatment and should not be used as a substitute for your provider's care. Please discuss with your doctor how the information provided may be right for you. Available to all UnitedHealthcare members at no additional cost as part of their benefit plan. Participation in the program is voluntary and subject to the terms of use contained in the application.

Insurance coverage provided by or through UnitedHealthcare Insurance Company or its affiliates. Administrative services provided by United HealthCare Services, Inc. or their affiliates.
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United HealthCare Update

Access to Telehealth

Telehealth gives you access to health care providers from the comfort of your home through digital audio-visual technologies, such as FaceTime, Skype, Zoom or dedicated telehealth applications. We expanded access to telehealth to help you stay in your home and reduce exposure to the virus.

- ◆ **24/7 Virtual Visits through designated telehealth providers:** While these visits cannot be used to test for or treat COVID-19, they can be useful in determining if you should call your local health care provider regarding COVID-19 testing. These visits are also ideal for urgent care treatment of other illnesses, like the seasonal flu, allergies, pink eye and more.
- ◆ Medicare Advantage and Medicaid members can continue to access their existing telehealth benefit offered through one of our designated partners without cost sharing. Cost sharing for members with a telehealth benefit through their employer-sponsored plan will be waived through June 18, 2020. To access your benefit, sign in to your [health plan account](#).
- ◆ **Talk to your local health care providers from home:** Many medical providers can provide a telehealth visit. You can schedule telehealth visits with your health care provider for both COVID-19 and other health needs. This way, you can stay at home while still receiving the care you need.
- ◆ For COVID-19 testing related visits, telehealth may be a good option. We've waived your cost sharing for visits related to COVID-19 testing during this national emergency.
- ◆ For non-COVID-19 visits, you may be able to schedule a telehealth visit with your local health care provider. These visits can be for urgent care or routine medical care. You may also be able to leverage a telehealth visit for continued physical, occupational or speech therapies — these visits require interactive audio/video technology. For these telehealth visits, cost sharing applies and coverage is determined by your health benefits plan. This expanded telehealth access is available until June 18, 2020.
- ◆ If you have a UnitedHealthcare or Optum behavioral benefit, you also can continue your mental health or counseling visits from home. For these behavioral-related telehealth visits, cost sharing applies and coverage is determined by your health benefits plan. This expanded telehealth access is available until April 30, 2020.
- ◆ If you need a medical visit, call your local medical provider and ask about telehealth options.