



HR Newsletter

JANUARY 2021

Please Help Us Welcome Our New Partners in Mission:

Izolda Fotiyeva, *instructional designer & online course coordinator*

Dianne Villar, *associate dean for inclusion & community standards*

Tina Bloom, *Kay Pitts Endowed Chair, school of nursing*

January Birthdays!

- 1st Jessica Wood, *auxiliary & conference services*
- 4th Luz Caceda, *institutional research*
Kristina Wagner, *Loyola/Notre Dame Library*
- 5th Donna Jenkins, *academic affairs*
- 6th Brittany Lawson, *school of nursing*
- 7th Warren Szelistowski, *information technology*
- 8th James Henderson Jr., *public safety*
Jerry Winston, *title III & registrar's office*
- 10th William "WEB" Brown, *facilities management*
- 16th Christina Topper, *school of pharmacy*
- 17th Shalyn Forde, *Loyola/Notre Dame Library*
Bernice Horton-Gee, *school of nursing*
- 20th Samantha Kastner, *athletics*
- 21st Jocelyn McKeon, *chemistry department*
Mary O'Neill, *Loyola/Notre Dame Library*
- 24th Sarah Holman, *school of pharmacy*
Jeanette Quinn, *school of education*
- 26th Kelly Harrison, *custodial & groundskeeping*
- 27th Michael Greer, *annual & major giving*
Hang Kyo Lim, *biology department*
Doug Wannall, *information technology*



In This Issue:

New Employees and Birthdays	1
Recipe of the Month	2
Payroll Updates	4
Know Before You Go	5
Don't Forget	6

Monthly Column: Minding Mental Health:

Additional Resources

Here is a list of additional resources/readings on Supporting Mental Health:

COVID-19 Resources

- ◆ [Supporting Employee Mental Health When Reopening the Workplace](#) (from American Psychological Association)
- ◆ [Working Remotely During COVID-19 – Your Mental Health and Well-being](#) (APA)
- ◆ [Mental Health, Substance Abuse, and Suicidal Ideation During the COVID-19 Pandemic](#) (from Centers for Disease Control and Prevention)
- ◆ [Coping with Stress](#) (CDC)
- ◆ [Mental health and psychosocial considerations during the COVID-19 outbreak](#) (from World Health Organization)

Coping with Election Stress

- ◆ [What is “Election Stress Disorder,” and Do I Have it?](#) (CBS News)
- ◆ [47% of Workers Say the 2020 Election Has Impacted Their Ability to Do Their Jobs](#) (CNBC Make It)
- ◆ [How to Deal With Election Anxiety](#) (Psychology Today)
- ◆ [How to Handle the Stress Between Now and Election Day](#) (Healthline)
- ◆ [Already Got Election Anxiety? Here are 4 Ways to Grapple](#) (Psychology Today)
- ◆ [Stressed About the Election? 5 Tips to Get You Through](#) (Cleveland Clinic)

Key Resources

- ◆ [Mental Health in the Workplace](#) (CDC)
- ◆ [Working Well: Leading a Mentally Healthy Business](#) (APA)
- ◆ [Improving Access to Mental Health and Substance Use Care](#) (APA)



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!!!



2021 Payroll Updates

- ⇒ **Maryland Minimum Wage Increase**—effective January 1, 2021, the Maryland Minimum Wage will be \$11.75 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!!!

- ⇒ **2021 Benefit Deductions**—On January 14th, your paychecks will reflect your new 2021 Benefits—please review your paychecks for accuracy as corrections can only be made during January.

- ⇒ **NEW Electronic W2 Option**—This year you have the option of receiving your W2 electronically in Paycom. When you sign-in to Paycom you will be prompted to indicate if you prefer a paper W2 or an electronic version that is accessible in your employee self-service account.



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 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 ¹
<p>24/7 Nurse Line</p> <p>Call the toll-free member phone number on your health plan ID card for expert advice.</p>	<ul style="list-style-type: none"> • Choosing where to get medical care. • Finding a doctor or hospital. • Health and wellness help. • Answers to questions about medicines. 	\$0
<p>Virtual Visits</p> <p>Anywhere, anytime online doctor visits. To learn more, visit uhc.com/VirtualVisits.</p>	<ul style="list-style-type: none"> • Cold • Flu • Fever • Pinkeye • Sinus problems 	\$50 ²
<p>Convenience Care Clinic</p> <p>Treatment that's nearby.</p>	<ul style="list-style-type: none"> • Skin rash • Flu shot • Minor injuries • Earache 	\$65
<p>Urgent Care Center</p> <p>Quick after-hours care.</p>	<ul style="list-style-type: none"> • 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
<p>Emergency Room (ER)³</p> <p>Care for serious needs.</p>	<ul style="list-style-type: none"> • 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 2021 Tuition Remission Forms are due January 11th—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.



2020 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 updated it in Paycom! If you want a copy of your W2 sooner, you can visit Paycom and print it out.

