



HR Newsletter

MAY 2020

May Birthdays!

- | | | | |
|------|--|------|--|
| 1st | Evan Todd, <i>marketing</i> | 17th | Katie Bowers, <i>school of nursing</i> |
| 2nd | Linda Mooney, <i>school of education</i> | 18th | Jen Pohler, <i>admissions processing center</i> |
| | Julius Trimbach, <i>facilities maintenance</i> | 20th | Kristine Larson, <i>school of education</i> |
| 4th | Anne Lin, <i>school of pharmacy</i> | 21st | Marc Bright, <i>facilities maintenance</i> |
| 7th | Marrisia Moore, <i>biology department</i> | | Mike Hardy, <i>facilities maintenance</i> |
| 8th | Jen Erdman, <i>school of arts, sciences & business</i> | | Susanna Price, <i>registrar's office</i> |
| | Ken Sossa, <i>biology department</i> | 22nd | Christine Skibinski, <i>school of pharmacy</i> |
| 9th | Danielle Gendin, <i>business office</i> | 25th | Therese Marie Dougherty, <i>SSND, languages</i> |
| | Eileen O'Dea, <i>SSND, president's office</i> | | Imani Miner, <i>student engagement</i> |
| | Linda Stevens, <i>information technology</i> | 26th | Brandy Garlic, <i>student life</i> |
| 10th | Alan Jones, <i>career center</i> | 27th | Marci Leadbeter, <i>women's college admissions</i> |
| 12th | Juliann Dupuis, <i>school of education</i> | | Paul Weldon, <i>biology department</i> |
| 13th | Rodnita Davis, <i>school of nursing</i> | 29th | Regine Beliard, <i>school of pharmacy</i> |
| 14th | Emily Donlon, <i>mission & ministry</i> | | Amy Rohrs, <i>school of nursing</i> |
| 16th | Angelo Letizia, <i>school of education</i> | 31st | Jazmin Black, <i>school of pharmacy</i> |
| | Marleen Thornton, <i>school of nursing</i> | | Andrea Gauld, <i>school of pharmacy</i> |

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Visiting campus?

Don't forget to wear your facemask!

This month's newsletter will focus on resources that are available to help all of us navigate these uncertain times and ways we can stay connected.



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!!!



Important Dates

Community Office Hour/Roundtable Discussion—Thursday, May 7th

Community Office Hour/Roundtable Discussion—Thursday, May 14th

Summer 2020 Tuition Remission Applications are due Friday, May 15th

Memorial Day—Campus Closed— Monday, May 25, 2020

All campus events through June have been cancelled.

Our Annual Partners in Mission celebration will be held virtually later this month. Stay tuned for a formal invitation!

Reach out to your colleagues and congratulate them on their commitment and dedication to our mission!

2020 Celebrants

35 Years

Eileen O’Dea, SSND, *special assistant to the president*

25 Years

Nancy Carroll, *PC database & apps administrator*

Janice Green, *instructional services manager*

15 Years

David Carter, *bus driver, Renaissance Institute*

Michael Hardy, *carpenter*

Kyle Hopson, *language lab coordinator*

Amy Rohrs, *dean’s office assistant / coordinator of clinical placements*

5 Years

Melodie Barton, *administrative assistant*

Luz Caceda, *director, institutional research*

Brian Christy, *assistant professor, physics*

Patricia Dwyer, *professor, education*

Irena Fedorovsky, *assistant professor, psychology*

Greg FitzGerald, *chief of staff*

Sarah Holman, *assistant professor, pharmacy*

Michelle Jones, *assistant director, ACES*

Carol Kurtz-Stack, *academic advisor*

Tiffany Lathan Smith, *director, trailblazer’s program*

Brittany Lawson, *administrative assistant, nursing*

30 Years

Deborah Calhoun, *professor, business & economics*

20 Years

Cleo Margetas, *office manager & academic records specialist*

Joann Southerly, *admissions specialist / data entry clerk*

10 Years

Sharon Park, *associate professor, pharmacy*

Ryan Schaaf, *associate professor, education*

Simone Weiner, *assistant professor, pharmacy*

Stacey Williams, *associate professor, pharmacy*

Hang Kyo Lim, *associate professor, biology*

Sherry Moore, *assistant director, pharmacy*

Monique Mounce, *assistant professor, pharmacy*

Deborah Naccarini, *assistant professor / associate dean, nursing*

Mamta Parikh, *assistant professor, pharmacy*

James Sheckells, *shift sergeant*

Sean Silveira, *technology support specialist, pharmacy*

Kathleen Sipes, *academic advisor, education*

Flora Valencia, *assistant professor, foreign languages*

Ray Weber, *associate professor, pharmacy*

Kathleen Wisser, *dean, nursing*

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!

The screenshot shows the Paycom Help Menu interface. At the top, there are navigation tabs: Time Management, Time-Off Requests, Information, Payroll, Documents, Checklists, Benefits, Learning, and Company Information. The 'Company Information' tab is highlighted. Below the tabs, there is a 'Help Menu' section with a search bar and a list of help topics. The topics are organized into several categories:

- 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

A Message from the Office of Annual Giving:

#NDMUTogether

As Notre Dame of Maryland University continues to respond and adapt to the Coronavirus (COVID-19) Pandemic, and to all the challenges that have come with it, one thing remains clear: the strength of the Notre Dame community. When University Communications made the callout for a “working remotely” themed Bulletin (NDMU’s monthly e-newsletter), Maia Giafes ’22 responded with [a letter](#) reflecting on how she continues to feel the support of the Notre Dame community, and on ways to help during the Pandemic.

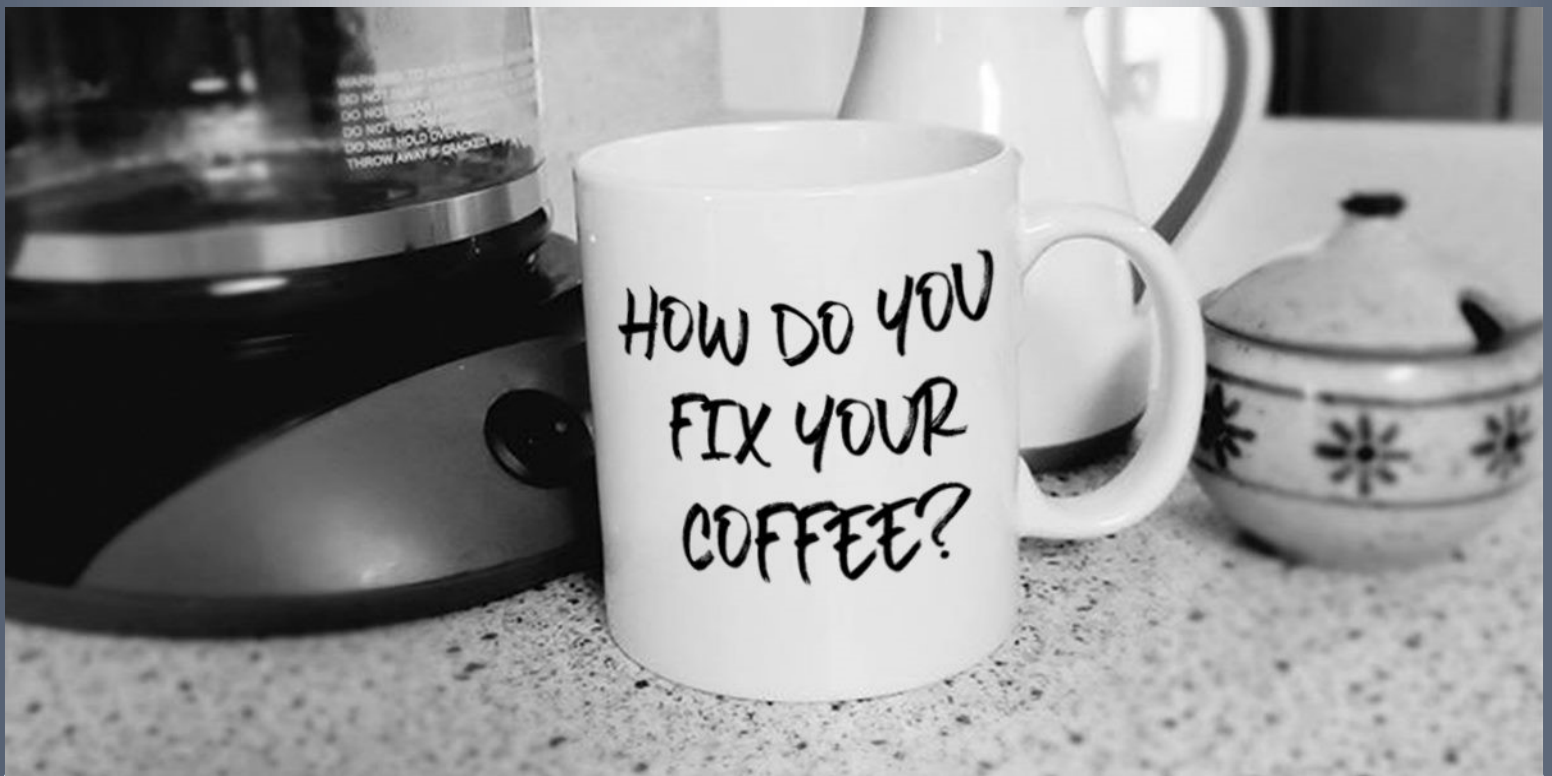
Current faculty have shared tips on [working with children learning at home](#), from homeschool tips to learning with digital games to daily virtual art challenges. Naomi Cross ’15 ’17, [spoke with](#) our Director of Alumnae and Alumni Relations about her work as a nurse educator in Baltimore.

Notre Dame invites you to demonstrate the power of our community on May 5, #GivingTuesdayNow, a global day of generosity and unity. This is a day for our individual power to join forces, for us to show we are #NDMUTogether. We ask you to show your support of Notre Dame of Maryland through a gift to the Notre Dame Fund on this day. Contributing to the Notre Dame Fund allows the University to use your gift for the area of greatest need, and gives us the flexibility to respond to the evolving situation. Donors might also consider the additional tax benefit opportunities for charitable contributions provided by the Coronavirus Aid Relief and Economic Security Act (CARES Act).

We also invite you to join us for [a virtual social hour](#) at 2:00pm EDT on

May 5, a chance for you to celebrate your Notre Dame experience and chat with other alumnae and alumni about all that makes NDMU special. Join the Zoom Meeting at <https://ndmu.zoom.us/j/98175544619> or by dialing in <https://ndmu.zoom.us/u/ab9eYTGtLe>.

Many of you have already given to NDMU this year, and your continued commitment in this time of need is especially profound. We thank you for your prayers, thoughtfulness, and generosity during these challenging times.



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!](#)

The weekly zoom meeting—How Do You Fix Your Coffee? - is now in week 7! We have had great conversations that go beyond our coffee and are looking forward to our next weekly meeting on May 7th.

Our topic of the week “What Are You Reading?”

Time: May 7, 2020 09:00 AM Eastern Time (US and Canada)

[Join Zoom Meeting—click here!](#)

Meeting ID: 951 1229 6161

Password: 470888

Yours in caffeine,

Aliza

Are You Missing the Wellness Classes?

Feeling a Little Lonely During this Stay-At-Home time?

Have We Got Great News For You!

You can now join “virtual” classes twice a week and try out these home workout suggestions!

Just contact Cheri Johns to sign up for the virtual classes



HEALTHY GATOR

For Class Updates @NDMUCampusRec
Twitter and Instagram



May 2020

DEPARTMENT OF ATHLETICS AND CAMPUS RECREATION

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <u>15 minute beginner home cardio workout</u>	2 <u>Beginner 15 minute morning Yoga</u>	1 Zoom Class with Krystal 12pm-1pm Email cjohns@ndm.edu for email invitation
4 Zoom Class with Krystal 12pm-1pm Email cjohns@ndm.edu for email invitation	5 <u>30 minute lower body Yoga</u>	6 <u>32 minute home cardio workout</u>	7 <u>30 minute stress and tension relief Yoga</u>	8 Zoom Class with Krystal 12pm-1pm Email cjohns@ndm.edu for email invitation
11 Zoom Class with Krystal 12pm-1pm Email cjohns@ndm.edu for email invitation	12 <u>30 minute full body stretch Yoga</u>	13 <u>30 minute high intensity interval workout</u>	14 <u>45 minute strengthening power Yoga</u>	15 Zoom Class with Krystal 12pm-1pm Email cjohns@ndm.edu for email invitation
18 Zoom Class with Krystal 12pm-1pm Email cjohns@ndm.edu for email invitation	19 <u>60 minute slow flow intermediate power Yoga</u>	20 <u>37 minute high home cardio workout</u>	21 <u>15 minute kid friendly Yoga</u>	22 Zoom Class with Krystal 12pm-1pm Email cjohns@ndm.edu for email invitation
25 Zoom Class with Krystal 12pm-1pm Email cjohns@ndm.edu for email invitation	26 <u>30 minute total body Yoga</u>	27 <u>37 minute high home cardio workout</u>	28 <u>20 minute beginner Yoga</u>	29 Zoom Class with Krystal 12pm-1pm Email cjohns@ndm.edu for email invitation

Yoga hyperlink
(Ctrl+Click)

Cardio hyperlink
(Ctrl+Click)

Personal Training
at home via Zoom

Visit notredamegators.com/campusrec for more info!

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



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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.