One Last Chance!

Flexible Spending Accounts – Use it or Lose it

Still have money left over from 2017 in your P&A Group flexible spending account? Remember – it’s the use it or lose it rule. If you don’t use the money remaining in your account by the deadline date, you will forfeit the money. You have until March 15, 2018 to incur eligible expenses for your Health Care FSA. You had until December 31, 2017 to incur eligible expenses for your Dependent Day Care FSA. You have until April 15, 2018 to submit the bills.

Here are some ways to use your Health Care FSA before the end of the year:

1. Acupuncture
2. Contact solution (You will have to pay out-of-pocket and submit the receipts for reimbursement.)
3. Dental treatment
4. Doctor’s office co-pays
5. Eye exams
6. Hearing Aids
7. Lasik Surgery
8. Prescription glasses
9. Transportation (mileage) to and from doctors’ appointments

Lunch & Learn Series
Understand the basics of herbs and their health effects.

Health Insurance Premium Holidays
Additional benefit premium holiday in 2018.

Colorectal Cancer Awareness Month
Colorectal cancer is the third most common cancer in the United States.

Spring Wellness Fair
Learn about the 2018 free wellness services.
March’s Lunch & Learn

March’s Lunch & Learn topic is Herbs and Other Natural Foods. Understand the basics of herbs and their health effects. Learn tips on how to incorporate herbs and natural foods into your daily life. The Lunch & Learn will be held on Wednesday, March 7, 2018 in 1101U Chesapeake Building from 12:00 p.m.– 1:00 p.m. Please register at training.umd.edu

Colorectal Cancer Awareness Month

Colorectal cancer is the third most common cancer in the United States and the second leading cause of death from cancer. Colorectal cancer affects people in all racial and ethnic groups and is most often found in people age 50 and older.

The good news? If everyone age 50 and older were screened regularly, 6 out of 10 deaths from colorectal cancer could be prevented. Communities, health professionals, and families can work together to encourage people to get screened.

How can Colorectal Cancer Awareness Month make a difference?

We can use this month to raise awareness about colorectal cancer and take action toward prevention. Communities, organizations, families, and individuals can get involved and spread the word by:

- Encouraging families to get active together – exercise may help reduce the risk of colorectal cancer.
- Talk to family, friends, and people in your community about the importance of getting screened for colorectal cancer starting at age 50.

Spring Mini Wellness Fair

Date: Tuesday, March 13, 2018
Time: 9:00 a.m. – 11:00 a.m.
Location: Atrium in Adele Stamp Student Union

Learn about the 2018 FREE WELLNESS SERVICES provided by the State of Maryland Wellness Program like wellness coaching, weight management, video visits and more!

Health Insurance Premium Holidays

Extra Premium Holiday in March

The Governor has approved premium holidays in March for all employees and retirees. This includes contractual participants and other direct pay participants, but excludes COBRA participants. No medical, dental, or prescription premiums will be deducted from the paychecks issued on March 9th and March 23rd. FSA, term life and AD&D will still be deducted.

Regular Premium Holiday in April

The paycheck issued on April 6th will also be a premium holiday. No medical, dental, prescription, term life, AD&D, or FSA deductions on April 6th.

Business Matters

Final PRD performance reviews for Nonexempt and Exempt staff must be reported to UHR by April 20, 2018. University policy requires that each Regular and C2 staff employee receive a PRD evaluation; reviews should be conducted in accordance with institutional policies and procedures. PRD policies and forms are available on the UHR website. For further details, contact your departmental HR representative, or the Office of Staff Relations at 301-405-0001.
We surveyed your training goals for 2018. You had many – Marketing, Interviewing, Peer Management, and Welding to name a few. Lynda.com can IMMEDIATELY meet your training needs!

Add these training videos and courses to your PRD planning sessions. The “D” in PRD stands for development, as in Training & Development.

Click on a link below, sign in with your Directory ID and password. Hey, if you get in there and find that the videos/courses we listed here aren’t exactly what you want... scroll down to the bottom of that screen and Lynda.com offers some additional options for your review.

<table>
<thead>
<tr>
<th>Topic You Want</th>
<th>Training from Lynda.com</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaching</td>
<td>Coaching for Results</td>
</tr>
<tr>
<td>Cyber security</td>
<td>Computer Security Investigation and Response</td>
</tr>
<tr>
<td>Data analysis</td>
<td>What is Data Analysis?</td>
</tr>
<tr>
<td>Design</td>
<td>Introduction to Graphic Design</td>
</tr>
<tr>
<td>Don't know</td>
<td>How to Use Lynda.com</td>
</tr>
<tr>
<td>Interpersonal skills</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>Interviewing skills</td>
<td>Internal Interviewing</td>
</tr>
<tr>
<td>Legal</td>
<td>Understanding Your Options</td>
</tr>
<tr>
<td>Marketing/ PR</td>
<td>Marketing Communications</td>
</tr>
<tr>
<td>MINT</td>
<td>Migrating your Accounts to Mint.com</td>
</tr>
<tr>
<td>Motivation</td>
<td>Management Tips: Weekly</td>
</tr>
<tr>
<td>Motivational Interviewing</td>
<td>Interviewing Techniques</td>
</tr>
<tr>
<td>Peer Management</td>
<td>Going from Peer to Manager</td>
</tr>
<tr>
<td>Risk Management</td>
<td>Create a Risk Management Plan</td>
</tr>
<tr>
<td>StrengthsQuest</td>
<td>Discovering your Strengths</td>
</tr>
<tr>
<td>Student Advising</td>
<td>Insights from a College Career Coach</td>
</tr>
<tr>
<td>Video production</td>
<td>Video Production Playlist</td>
</tr>
<tr>
<td>VISA processing</td>
<td>How to Manage Visas</td>
</tr>
<tr>
<td>Welding</td>
<td>Welding: Sheet Metal Design</td>
</tr>
</tbody>
</table>

At your fingertips!
What are you waiting for?

Lynda.com
2017-2018 BOARD OF REGENTS' STAFF AWARDS NOMINEES

Exceptional Contribution to the Institution/Unit to Which the Person Belongs

Exempt

Jolanta Alipio  |  Robert H. Smith School of Business
Rebecca Copeland  |  Institute for Systems Research
Lori DeBoy  |  School of Music
Jeanne Fineran  |  Robert H. Smith School of Business
Dolores Jackson  |  Chemistry & Biochemistry
Bill Katseres  |  Entomology
Susan Miller  |  School of Theatre, Dance, & Performance Studies
Deborah Russell  |  Division of Intercollegiate Athletics
JV Sapinoso  |  Women's Studies
Kimberly Schmidt  |  Psychology
Jeffrey Snider  |  Division of Research
Melekte Truneh  |  Agriculture and Resource Economics

Non-Exempt

Valencia Tirado  |  Dining Services

Outstanding Service to Students in an Academic or Residential Environment

Exempt

Tamara Hendershot  |  Atmospheric & Oceanic Science
Nicole Hollywood  |  Fire Protection Engineering
Pamela Komarek  |  Neuroscience & Cognitive Science
Christopher Moore  |  Residential Facilities
Johnna Schmidt  |  Jimenez-Porter Writers' House
Charles Wright  |  UMD Libraries

Extraordinary Public Service to the University or Greater Community

Exempt

Linda Lenoir  |  University Career Center
Terry Zacker  |  Division of Student Affairs

Extraordinary Public Service to the University or Greater Community

Exempt

Jerry Lewis  |  Academic Achievement Programs
Stephanie Payne-Roberts  |  Stamp Student Union

The Board of Regents' Staff Awards process is coordinated annually by the University Senate Staff Affairs Committee.

More information at senate.umd.edu/bor-staff-awards.
Luis Alfonzo | Facilities Management
Extraordinary Public Service to the University or Greater Community (exempt)

Cheryl Hill | University of Maryland Extension
Exceptional Contribution to the Institution and/or Unit to which the Person Belongs (non-exempt)

Sara Lopez | Dining Services
Outstanding Service to Students in an Academic or Residential Environment (non-exempt)

Laura Place | University Health Center
Outstanding Service to Students in an Academic or Residential Environment (exempt)

Gary Seibel | Department of Environmental Science & Technology
Exceptional Contribution to the Institution and/or Unit to which the Person Belongs (exempt)

Timea Webster | Office of Diversity & Inclusion
Inclusion, Multiculturalism, and Social Justice (exempt)

Daniel Wilson | Institute for Bioscience & Biotechnology Research
Effectiveness and Efficiency in Administrative Transformation
# March 2018

<table>
<thead>
<tr>
<th>Mon.</th>
<th>Tue.</th>
<th>Wed.</th>
<th>Thu.</th>
<th>Fri.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>New Employee Orientation &amp; Welcome</td>
<td>LDI I (3 of 7): Conflict as Opportunity – for Supervisors</td>
<td>Benefits: Lunch &amp; Learn Series</td>
<td>Supervising Students and Graduate Assistants</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>UHR Benefits: New Employee Benefits Enrollment and Q&amp;A</td>
<td>Parental Leave Training</td>
<td>LDI I (4 of 7) Delegation as Empowerment</td>
<td>supervisor’s Engagement Toolbox</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Let’s Focus on Your Strengths</td>
<td>PRD</td>
<td>Performance Improvement Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FMLA Training</td>
<td>Fearless Supervision</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>UHR Benefits: New Employee Benefits Enrollment and Q&amp;A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UHR Benefits: New Employee Benefits Enrollment and Q&amp;A</td>
<td>LDI I (5 of 7) Leading Effective Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Dates and Times Subject to Change. Please visit the training calendar for up-to-date course listings**