**Timesheets and MFA**

Between October 29 and November 12, 2018, the Payroll and Human Resources (PHR) system will begin using the University of Maryland’s Central Authentication Service (CAS), which requires multi-factor authentication. MFA will be required to use PHR to access earning statements, complete timesheets, and perform all other PHR tasks. Employees that have **not** already enrolled in the Multi-Factor Authentication (MFA) are strongly encouraged to do so in preparation for the MFA implementation with PHR scheduled for Time Entry on November 12, 2018. The sooner employees get enrolled, the better. Information and assistance for MFA enrollment can be found at [https://it.umd.edu/mfa](https://it.umd.edu/mfa) or by contacting the IT Service Desk at 301.405.1500 or itsc@umd.edu.

**Open Enrollment Reminder**

**November 28, 2018**, is the last day for Open Enrollment. The Plan Year begins January 1, 2019.

If you want a flexible spending account in 2019, you must enroll for a flexible spending plan through the IVR before November 28th, 2018. Even if you had an FSA for 2018, you must still enroll for 2019.
Effective January 1, 2019, MetLife will be the new Life and AD&D carrier. It’s a good time to update your beneficiary designations.

Wellness Activities reset January 1. You will need to complete the following activities during 2019 to qualify for the waived PCP copays and reduced Specialist copays. If you choose not to complete the healthy activities, you lose out on free PCP copays and reduced specialist copays. There is no penalty or surcharge for not participating.

- You must select a Primary Care Physician (PCP) if not already done.
- Complete the online risk assessment provided by your medical plan.
- Within 30 days of completing the activities above, you will be able to enjoy PCP visits for the rest of the year.
- If you do any age or gender preventive screenings, and your doctor recommends it, you enjoy a $5 reduction in your specialist copays for the rest of the year by having the recommended screenings done.
- Keep in mind, the earlier in 2019 you complete the wellness activities, the sooner you enjoy free PCP copays and reduced specialist copays.

Lunch & Learn

November’s Lunch & Learn will focus on Diabetes Awareness. Are you at risk for or do you have diabetes? Learn the risk factors and how simple lifestyle factors can prevent or manage diabetes. The Lunch & Learn will be held on Wednesday, November 7, 2018, in 1101U Chesapeake Building from 12:00 p.m. – 1:00 p.m. Please register at http://training.umd.edu

Have you recently moved?

Make sure you complete a new W-4 with your new address

The W-4 form is available at http://uhr.umd.edu/ in the Forms Section, or you can complete a new W-4 online through the Payroll Online Service Center.

UNDERSTANDING HOLIDAY LEAVE

November HR Essentials
11/16/18
12:00-1:00pm
Edward St. John Building
Room 0215

Register TODAY! training.umd.edu
Pre-Retirement Seminar for members of the State Retirement/Pension Plan

UHR Benefits Office will be hosting a Pre-Retirement Seminar for Faculty and Staff who are members of the State Retirement/Pension Plan. Topics to be discussed include:

- Retiring Under the State Retirement/Pension Plan
- What you need to know about Retiree Health Benefits
- Social Security and Medicare Overview

The MSRP Pre-Retirement will be on Friday, November 2, 2018, from 9:00 a.m. – 12:00 p.m., in Maryland Fire and Rescue (MFRI) Classroom 1.

To register for this workshop, go to http://training.umd.edu/, Select UM Classroom, login, select Course Catalog, select UHR Office of Employee Benefits, and then register for this seminar.

Pre-Retirement Seminar for members of the Optional Retirement Plan

UHR Benefits Office will be hosting a Pre-Retirement Seminar for Faculty and Staff who are members of the Optional Retirement Plan. Topics to be discussed include:

- Retiring Under the Optional Retirement Program (ORP) presented by TIAA and Fidelity
- What you need to know about Retiree Health Benefits
- Social Security and Medicare Overview

The ORP Pre-Retirement will be on Friday, November 9, 2018, from 8:30 a.m. – 11:30 a.m. in Maryland Fire and Rescue (MFRI) Classroom 1.

To register for this workshop, go to http://training.umd.edu/, Select UM Classroom, login, select Course Catalog, select UHR Office of Employee Benefits, and then register for this seminar.

Team MSRP “Education to Go”

Maryland Supplemental Retirement Plans presents

Social Security: One Piece of the Puzzle

Friday, November 16, 2018
Nyumburu Cultural Center
Multi-Purpose Room, Ground Level
10:00 A.M. TO 11:00 A.M.
-or-
1101U Chesapeake Building
12:30 P.M. TO 1:30 P.M.

Social Security is a VERY important retirement resource for State employees!

This workshop will provide guidance about issues concerning Social Security benefits such as:

- How can I maximize my Social Security benefits?
- How do I become eligible for Social Security?
- Does my retirement age affect my benefits?
- How much can I expect to receive?

Register at http://training.umd.edu/
NOMINATIONS DUE NOVEMBER 16

THE BOARD OF REGENTS' STAFF AWARDS ARE MOST PRESTIGIOUS SYSTEM-WIDE RECOGNITION FOR EXCEPTIONAL STAFF

WINNERS RECEIVE A $2,000 STIPEND

NOMINATION INSTRUCTIONS AND MORE INFORMATION AT TER.PS/BORSA

2018 BOARD OF REGENTS' STAFF AWARDS NOMINATIONS NOW BEING ACCEPTED!

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)

2018 BOARD OF REGENTS' STAFF AWARDS WINNERS

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

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

Photo credit: John T. Consoli/University of Maryland
# November 2018

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**Dates and Times Subject to Change. Please visit the [training calendar](#) for up-to-date course listings**