A GREAT PLACE TO WORK

Surprise! It is December already! 2016 has been a very busy year and, as the close of the semester draws near, UMD’s Commencement ceremonies are coming quickly upon us and we are taking the final steps in many of our annual professional, and personal, goals and projects. Congratulations to the graduates and families of the Class of 2016! And to the many people on campus, and in the community, who have supported them along the way.

December also delivers what many of us consider to be one of the best benefits offered by the university: Winter Break! Take this time to de-stress, spend time with your loved ones, or simply to have a moment of peace and quiet to think about the year ahead. Perhaps you can also offer a few hours of service to people with fewer resources than you.

UHR would like to thank each of you for your service and we look forward to working with you in 2017!

Jewel Washington
Assistant Vice President
University Human Resources
Campus Partner Spotlight:

Developing Talent in Our Students – Intern for a Day Program

Are you looking for ways to connect with students? Have you considered mentoring a student and sharing insights about your work? UMD’s mission emphasizes the importance of providing students with a world class education and co-curricular experiences. Simply spending a half day with a student can make a tremendous impact on her/his career preparedness. You may be surprised in the number of students who are interested in your field of work!

Availability is often an important factor when deciding how to spend time with students. Although our daily work responsibilities need to be managed, there still may be a way to invite them into our offices to learn more about instruction, accounting, training, or public relations. Sharing our experience and career insights can help students prepare for work after graduation.

This fall, Erica Ely, Program Director for Internships and Courtney Riley, Graduate Assistant, coordinated the application process and matched selected students with hosts. Angela Jackson, Learning & Talent Development Specialist, volunteered to serve as a host to three students. The students were invited to shadow her and Art Dwight, Learning & Talent Development Consultant, as they facilitated Leadership Development Initiative (LDI) training and Employee Development Initiative (EDI) training for University employees.

Zarrin Thompson (Economics ‘17), Kritika Mahajan (Communications ‘18) and Jason Snyder (Sociology ‘17) participated in the Intern for a Day program with UHR.

They arrived at 7:00 am to help deliver training supplies to the training site, prepared the room for the session, and assisted with other logistical tasks. They were introduced at the beginning of the program, provided a copy of training materials, and given an opportunity to engage with session participants. After the sessions concluded, Intern for a Day participants debriefed with Ms. Jackson and asked questions about the Learning & Talent Development field.

Several colleagues from UHR volunteered to serve as panelists for Careers in HR panels during the Intern for a Day visits. We appreciate the following staff for spending time with the interns to discuss their career paths:

Christopher Fukui, IT Coordinator
William Hankel, Program Mgr., Affirmative Action and EEOC
Lauren Pazornick, Staff Development Coordinator
Derrick Peoples, Employment & Compensation Analyst
Karen Proctor, HR Divisional Consultant
Teika Robinson, I-9 Administrator
Stacy Sims, Benefits Services Counselor

If you are interested in hosting an Intern for a Day during the Spring 2017 semester, please contact Erica Ely at eely@umd.edu. Our graduates are a pool of highly skilled talent and this is a great way to market job and career opportunities within the University!
Creating a UMD Employment Pipeline

As we look towards 2017, consider creating job opportunities for UMD’s undergraduate students as they strive to obtain their degrees. Many UMD units offer a variety of work experiences for undergraduate students, from administrative support and tutoring, to recreational instruction and laboratory work. UMD’s 5,000+ undergraduate student workers receive competitive salaries, which range from $8.75 – $20.50 an hour. Student salaries are dependent upon the scope of work and duties, and vary across units.

There are many advantages to working for the university. Through on-campus jobs at UMD, students can garner real-world work experience in their field of choice just steps away from where many of them already live and study. As they can often schedule work time around class schedules and an on-campus job requires minimal to no transportation, it is a great way to earn extra income AND experience.

Where do undergraduates find these jobs and where do you post a student job opening? Good questions. In order to answer them, UHR asked the Quality Enhancement Systems and Teams (QUEST) program to help us find out. Quest is a multidisciplinary, hands-on program for University of Maryland undergraduates from three participating schools. Students take part in a challenging course of study that focuses on quality management, process improvement, and system design through teamwork and co-curricular programming. The program combines diverse knowledge, skills, and perspectives to enhance their professional and personal development.

Team Terpulence, a team of students within the QUEST program, will be conducting a study in order to make recommendations on how UMD can be more efficient with its employment processes of undergraduate students.

Team Terpulence is comprised of:

Garrett Allen – Chemical Engineering major
Matthew Ambrogi – Mechanical Engineering major
Silvia Caceres – International Business major
Megha Reddy – Supply Chain and Marketing major
Devin Rosen – Mathematics major

Our undergraduate student workforce is a wealth of talent, skills, and knowledge and upon graduation a great match for possible future full-time employment at UMD. The study will be completed in December, and we will review their recommendations for possible implementation.

UHR’s Growing Leaders!

Stacy Sims completed LDI I, Foundations of Leadership, capping a six-course program and joining an elite club of over 300 members across the university, including current UHR graduates Dana Brunson, Angela Jackson, Lauren Pazornick, and Natalie Torres.

December Lunch & Learn

This month is Happy and Healthy Holidays Month! December’s Lunch & Learn will focus on happy and healthy Holiday Eating. The session will offer tips and tools to enjoy holiday festivities, including your favorite foods, without sabotaging your healthy habits. The Lunch & Learn is being held on Friday, December 9, 2016 in 1101U Chesapeake Building from 12:00 – 1:00 pm register at training.umd.edu

Pictured above: Dave Rieger, Angela Jackson, Stacy Sims, and Art Dwight
Flexible Spending Accounts

Still have money left in your Connect Your Care flexible spending account? Here are some important dates to maximize any remaining 2016 FSA balance.

**Grace Period:** Your 2016 FSA account with Connect Your Care can still be used for eligible healthcare expenses through March 15, 2017 (Dependent care expenses are excluded from the grace period).

**Claim submission:** 2016 FSA claims have a submission deadline of April 15, 2017. Healthcare claims must have a service date prior to March 15, 2017 and Dependent care claims must have a service date prior to December 31, 2016.

During this plan year transition to P&A Group, double check which vendor you are submitting claims to in order to use any remaining 2016 FSA balance.

2016 expenses: Connect Your Care  
2017 expenses: P&A Group

Community Engagement

In connection with the Maryland Multicultural Youth Center (MMYC), UHR senior leadership recently helped to prepare, package, and deliver 140 lunches to Buck Lodge Middle School. This event is hosted by MMYC monthly to distribute food packages to the Riverdale community. To find out more about this opportunity to give back to the community or about other volunteer programs visit layc-dc.org.

Supplemental Retirement Income Limits

If you are **under the age of 50**, you may contribute up to **$18,000** in 2017. For ages **50 and over**, the catch up limit remains at **$6,000**. If you are **over the age of 50**, you may contribute **$18,000** plus an additional **$6,000** for a total of **$24,000** in 2017.

Please note: for changes to take effect for the January 13, 2017 pay date (PPE January 7, 2017), completed **original forms** must be submitted to the UHR Office of Employee Benefits no later than December 9, 2016.

Maximize your deferral amount:

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<th>Pay Frequency</th>
<th>If you are under age 50</th>
<th>Age 50 and over</th>
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<td>Biweekly (26 pays)</td>
<td>$692.30</td>
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<td>Biweekly (22 pays)</td>
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Policy Updates

Policy updates are released by USM. UHR is working to formulate a systematic communication plan for future system policy changes. One recently changed policy governs the professional conduct of Nonexempt and Exempt staff employees.

You can view this policy (VII-8.05) on the USM or University President websites.
TIAA Financial IQ Challenge Results

Last month TIAA sponsored a short and engaging online quiz open to all employees. The quiz offered the opportunity to learn more about your financial knowledge by asking five daily financial questions. A gaming aspect was added to increase participation through friendly competition across departments and anonymous scoring. Below is a snapshot of the results. You can view the complete results on the UHR website.

Overall Engagement
- 178 individuals started the Financial IQ Challenge
- 110 females, 68 males
- 738 sessions were completed (433 by females; 305 by males)
- On average, each individual completed 4.15 sessions (15 possible)
- 77% of the questions were answered correctly
- The topic of Retirement had the lowest performance among all groups; the topic of Loans had the highest performance among all groups

Participation
When performance on each type of question was averaged, the four employee categories all scored in the mid-to-high 70% range.

Results by Topic
Overall performance shows that the topic of Retirement had the lowest score and Loans had the highest score.

Participation by Age
Ages 55 – 64 represented the highest number of registrations and answered the most questions correctly, however, ages 25 – 34 completed the most sessions and were most likely to check the Leaderboard.
## December 2016

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<td>9:00am-Noon: Supervisor’s Essentials, Role of a Supervisor</td>
<td>Noon-1:00pm: Employee Benefits, BYOL (Bring Your Own Lunch) Brown Bag Seminars</td>
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<td>8:15am-4:30pm: New Employee Orientation &amp; Welcome</td>
<td>9:00am-10:30am: Performance, Review, &amp; Development (PRD) for Supervisors and Non-Supervisors</td>
<td>9:00am-4:00pm: LDI II, Transformational Leadership</td>
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**December 7**
- 9:00am – Supervisor’s Essentials, Role of a Supervisor
- 1:30pm – Supervisor’s Essentials, Getting Things Done

**December 9**
- 12:00pm – Employee Benefits Bring Your Own Lunch Brown Bag Seminars

**December 12**
- 8:15am – New Employee Orientation & Welcome

**December 14**
- 9:00am – Performance, Review, & Development for Supervisors and Non-Supervisors
- 10:45am – Supervisor’s Essentials, Staff Relations Resources

**December 15 & 16**
- 9:00am – LDI II, Transformational Leadership (Multiday Event)