In this month’s newsletter we’ve featured our Information Services team. This team provides employee-related data services to the university and external agencies. They administer the employee and appointment data warehouse information for the campus community and other institutions using our HR systems. Information Services is dedicated to providing meaningful reporting tools and metrics to aid departments in managing their employee and appointment information. They create user-friendly web based standard reports for the Warehouse on the Web (WOW) for campus users to access, in addition to producing various critical campus required ad hoc HR metrics, analysis, and reports. They also maintain the UHR website and play a major role in the creation of our newsletters. We will introduce you to this team of dedicated experts in the next few pages.

We hope you enjoy this issue.

Generate Income for Retirement
Understand the financial and personal risks you may face and how to put a plan in place to prepare for living in retirement.

Don’t Lose any of your Leave
Now is the time to start planning to use any annual or personal leave you may be in jeopardy of losing.

Q & A with Eric Olson
Mr. Olson visited UHR and discussed CPCUP Home Ownership Program and its vision.
Generate Income for Retirement Workshop

The *Generate Income for Retirement* workshop will help you understand the financial and personal risks you may face in retirement. The workshop is being held on Tuesday, November 10, 2015. The presenters will provide you with the tools and information you need to build a retirement income plan. It focuses on envisioning your retirement, understanding the five key risks, creating a plan you’ll use, and fitting the pieces together. After the workshop you should be able to:

- Realize the importance of planning for your retirement
- Decide when you may be able to retire
- Estimate how long your money may last in retirement
- Prepare for challenges you might face in retirement

Who should attend?
The workshop is appropriate for employees who are 50 and older or for those who are thinking about or expecting to retire in the next 5 to 15 years. You will have the opportunity to address the unique challenges in retirement income planning. Information will be sent directly to all who are 50 and over.

Open Enrollment News

The Open Enrollment period for the plan year of January 1, 2016 to December 31, 2016 will be conducted from **October 15, 2015** to **November 16, 2015**. If you are not making changes to your coverage and you do not intend to participate in a flexible spending account, you do not need to do anything during the Open Enrollment period. Your current coverage will roll over to the new plan year. If you are planning to make changes or participating in the flexible spending accounts for dependents and/or medical expenses, we will be sending information soon.

Update Your Information

UHR Information Services is asking employees to please verify their personal information through ares.umd.edu by **October 16, 2015** and make any necessary changes to items such as:

- *Primary Name
- *Address and Phone* - for permanent and business information

(*Note – For Both Name and Address - if you are a benefits earning employee and change your permanent address or name, you will also need to submit an address/name change form found at [http://uhr.umd.edu/address-name-change/](http://uhr.umd.edu/address-name-change/) to the Benefits Office)

- Email
- Ethnicity/Racial Identification
- Veteran’s Status
- Emergency Contact Information

Next steps:

1. Access the ARES website at [www.ares.umd.edu](http://www.ares.umd.edu)
2. Click the Login link and enter either your Directory ID/UID and Password
3. Click Login
4. Click Continue
5. On the left-hand side of the main ARES screen, Click Payroll and Human Resources
6. Click **Access Personal PHR Information**
7. Review and make changes to your information as necessary
8. Scroll to the bottom of the page and click Update

If you find errors when you are reviewing your personal information and you are not able to make changes on the “Personal PHR Information” page (i.e. Education, Optional Title, Hire Dates), please contact your unit’s PHR Coordinator.

PRD Midway Feedback

November marks the midway point of the University’s annual Performance Review and Development (PRD) cycle. If it has not taken place already, employees should contact their supervisors about scheduling the Midway PRD meeting. If done properly the PRD process can strengthen employee performance and develop career potential. All PRD meetings, including the Midway Feedback meeting, should involve a two-way conversation between the employee and the supervisor. It is recommended that employees complete a Self-Evaluation Form and submit it to their supervisor prior to sitting down for the Midway PRD meeting. The Self Evaluation Form can be used to encourage dialog between the employee and the supervisor, allow for employee input in the PRD process, and give clues to the parties as to possible sources of misunderstandings. The Self Evaluation Form, along with all of the other PRD forms and detailed information, can be found online at [https://uhr.umd.edu/prd-forms/](https://uhr.umd.edu/prd-forms/). The University’s PRD Policy can be found at [http://www.president.umd.edu/policies/2014-vii-520a.html](http://www.president.umd.edu/policies/2014-vii-520a.html)
Schedule Your Leave Now

Now is the time to start planning to use any annual or personal leave you may be in jeopardy of losing. Employees eligible to earn leave may carry over a maximum of 50 days or 400 hours of annual leave into the next calendar year. This maximum will be prorated for part-time employees working 50% or more. Additionally, employees are granted three personal days each calendar year which also cannot be carried forward into the next calendar year. Therefore, any annual leave exceeding 400 hours and/or any unused personal days will be forfeited on January 9, 2016.

The forfeited personal leave is contributed to the USM Leave Reserve Fund (LRF). All Exempt and Nonexempt Staff employees on Regular Status, working 50% or more, who become temporarily medically disabled or are eligible for Parental Leave and who meet qualifying criteria are eligible for paid leave through the LRF.

For more information on annual leave and the leave reserve fund please see the Board of Regent’s Policies:

VII-7.00-Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees.

VII-7.11-USM Policy on Leave Reserve Fund for Exempt and Nonexempt Staff Employees on Regular Status

Health Assessment Reminder

Reminder – the deadline to complete your healthy activities has been extended to December 31, 2015. All activities must be completed by 12/31/2015. If you don’t meet the 12/31/15 deadline, the $50 surcharge for not completing the wellness activities will be assessed in the first pay period in April 2016.

If you haven’t completed your assessment yet, and need help, we have scheduled a few Health Assessment Workshops this month. We are limited to 15 employees per session.

If you are interested in registering for a session, please go to www.training.umd.edu.

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Information Services

The Office of UHR Information Services develops and administers the PHR data warehouse information for the campus community and other PHR institutions. This office is dedicated to providing the most reliable and accurate data to assist departments in monitoring and managing employee and appointment information. Additionally, UHR Information Services creates user-friendly web based reports for the Warehouse on the Web (WOW), assists with various campus ad hoc reporting needs and maintains the UHR website.

1100 Chesapeake Building

Hours of Operation are M-F 8:00 AM to 5:00 PM

- Kim Colbert – Assistant Director
- Natalie Torres – IS Coordinator
- Lauren Hunt – I9 Administrator
- Liz Barksdale – Admin Assistant
- Chris Fukui – Web Coordinator

From left to right: Back Row – Lauren Hunt, Chris Fukui : Front Row – Natalie Torres, Kim Colbert, Liz Barksdale
Q & A with Eric Olson the Executive Director of College Park City–University Partnership (CPCUP)

CPCUP’s mission is to promote and support the economic welfare of College Park and the University of Maryland through activities including commercial revitalization, community development, and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland. Mr. Olson visited UHR and discussed CPCUP Home Ownership Program.

Q. Can you tell me about yourself Mr. Olson?
A. My name is Eric Olson and I am currently the Executive Director of CPCUP. This is a community development corporation supported by the City of College Park and the University of Maryland. From 2006 until 2014, I was a member of the Prince George’s County Council representing College Park and the surrounding areas. Prior to my terms with the Council, I served for nine years as a member of the College Park City Council from 1997 until 2006. I am a resident of College Park and a University of Maryland alumnus with a M.A. in American Studies.

Q. What is CPCUP’s mission?
A. Our mission is to promote and support the economic welfare of College Park and the University of Maryland. We accomplish this through commercial revitalization, community development, and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland.

Q. Can you tell me what you and your staff strive to achieve?
A. My staff promotes five key strategies to realize the CPCUP Vision and make College Park, MD a sustainable top 20 college town by 2020. Our five key strategies are Housing and Development, K-12 Education, Public Safety, Transportation and Sustainability.

Q. What is CPCUP Vision for the Home Ownership Program?
A. Part of our vision is to increase the number of University of Maryland employees living in College Park. This can help reduce long commutes and traffic and aids in building the University community.

Q. How can this program benefit UMD faculty and staff?
A. Through this program, employees of the University of Maryland, College Park can receive $15,000 (structured as a zero-interest, 10-year forgivable loan) in down payment or closing cost assistance for a home purchased anywhere in College Park.

Q. Who is eligible for a loan?
A. The homebuyer (or spouse) must be a current or newly hired regular full-time, benefits-eligible employee of the University of Maryland, College Park. (Please contact Alesia Ruiz in the Human Resources office at 301-405-8301 or aruiz12@umd.edu if you have questions about your employment eligibility). The homebuyer will not be considered if they already own a home in College Park. The home being purchased must be in the city of College Park.

Q. How long will the program be available?
A. Loans will be distributed pending availability of funds, on a first-come first-served basis. The program may be discontinued at any time.

Q. Where can I find out more about the Home Ownership Program?
A. On our website: www.collegeparkpartnership.org and click Programs for loan details, property listings, and the application.

Q. Who can be contacted for questions about the program?
A. Please contact Valerie Woodall, vwoodall@collegeparkpartnership.org or 845-649-2477, to inquire further about the program.

CPCUP Home Ownership Program is a great opportunity for employees who would like to live and work in the College Park area. For more information about the program please visit www.collegeparkpartnership.org
Bill Pugh Retires

After 12 years of service in Staff Relations, Bill Pugh will retire from the University of Maryland on November 11, 2015.

Originally from Alabama, Bill obtained his undergraduate and law degrees from the University of Alabama and is an avid University of Alabama football fan. Among the many folders in his office, Bill has maintained an “Alabama Football Shrine,” including an autographed photo of Alabama Football Coach Nick Sabin.

As many of us know, Bill is also very fond of Scotland. He and his wife, Carolyn, visited Scotland often when his daughter, Anna, was attending the university in Glasgow. Upon his return, Bill would share his stories about the countryside, haggis (a Scottish dish), and single malt scotch.

When Bill is not cheering on Alabama sports or sharing tales from Scotland, he is often riding his bicycle. Distance cycling is another one of Bill’s passions. In his retirement, he will have plenty of time to explore new bike trails and have more time for his love of gardening and the theater.

Despite living in Virginia, Texas, Wisconsin and Maryland, Bill has always maintained his Alabama Southern courtesy. Even in the most difficult circumstances, Bill always listened carefully and offered his best while maintaining his friendly attitude. We’ve all learned much from his respectful and honoring manner. He will be missed.

Bill lives in Bethesda with Carolyn and Anna and his 96 year old mother, Virginia, resides in Kensington.

We wish Bill all the best during his retirement...Roll Tide!
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<td>Developing Resourcefulness with Todd Dewett <em>(using Lynda.com)</em> 8:30-10:30am</td>
<td>Veteran's Day 9am – 12pm</td>
<td>PRD – Basics/Intro 9 - 9:45am</td>
<td>PRD – In Depth (for supervisors) 10am – 12pm</td>
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<td><strong>Foundations – Keys to a Positive Workplace 9am-12pm</strong></td>
<td><strong>Crucial Conversations in the Diverse Workplace 9am – 12pm</strong></td>
<td><strong>Communication Essentials 9am-12pm</strong></td>
<td><strong>Sexual Misconduct Policy Training 2:30-4:30pm</strong></td>
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<td>Como obtener y mantener un buen credito -- en Espanol 8:30am - 9:30am</td>
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<td><strong>University Policy – Sexual Misconduct Policy Training 2:30-4:30pm</strong></td>
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<td><strong>Conflict Resolution 9am-12pm</strong></td>
<td><strong>Responding to Personal Issues Employees Bring to Work 10am-12pm</strong></td>
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Let Us Know How We Are Doing

UHRConnect@umd.edu