New and Improved! MDLive Now Offers Behavioral Health Provider Visits

With the start of a new year, MDLive is offering a new and valuable option for you and your enrolled family members: visit with a behavioral health provider, including therapists, psychologists, and psychiatrists, in the privacy of your home or elsewhere, anytime. MDLive is a telehealth service. That means you can use it to chat by secure video on your mobile device or computer with a U.S.-based, Board-certified health professional.

Each behavioral health session costs from $45 (therapist) to $250 (psychiatrist), depending on session length. What you will pay will depend on which USNH medical plan administered by Cigna you’re enrolled in. Check your coinsurance amount for “outpatient office visit” for your cost share, after you meet the deductible.

To get started, visit mdliveforcigna.com or call 888.726.3171.

Important! In an emergency situation, always call 911; do not use MDLive.

Update: Kronos Time Management System

Diligent testing of the Kronos Workforce Dimensions Time Management System by USNH’s cross-functional project team continues. USNH System Office employees and all USNH campus HR team members are now using Kronos (Phase 1).

We are making adjustments to the project’s timeline so we can implement the next phase during spring break and provide additional time for testing and refining. As part of this shift, adjunct and student employees will start using Kronos at the start of the 2020/2021 academic year, rather than trying to squeeze them in before summer break.

The revised rollout schedule will help ensure the best user experience possible by providing additional time for testing and configuring the system.

After the launch of each Kronos phase, we need at least two pay periods to confirm the successful implementation of that phase. Then, we will implement the next phase.

Here is the estimated timeline for the remaining rollout:

- Phase 2. UNH Office of Business Affairs employees: March 2020, following training during spring break
- Phase 3. All status, exempt (salaried) employees, including fiscal-year faculty: April 2020
- Phase 4. All status, non-exempt (hourly) employees: April/May 2020
- Phase 5. All remaining adjunct and student employees: August 2020

Thank you for supporting this important program transition! Questions about the Kronos project? Please contact your Campus HR office.

Changing Your Tax Withholding?

If you were hired in 2020, or plan to make changes to your tax withholding, you must update Form W-4: Employee’s Withholding Certificate. Please read the form instructions before you complete it. Steps 1 and 5 are required; Steps 2–4 are optional. However, completing optional steps may increase the accuracy of your withholding election. For more information, see the IRS’s Frequently Asked Questions about the form.

Even if you are not changing your withholding election, we recommend you complete a “paycheck checkup” to see if adjustments are needed. Use the IRS’s Tax Withholding Estimator. You’ll need a copy of your most recent pay stub and tax return.

Note: If you do not submit a new Form W-4, your current tax withholding will continue as is.

Important! USNH and campus staff are not permitted to help you complete the IRS Tax Withholding Estimator or a Form W-4. If you require assistance, contact a personal tax advisor.
Get $500! Submit Your Fitness Reimbursement!

You and your dependents are eligible for the Fitness Reimbursement Program if you participate in a USNH medical plan administered by Cigna. Once each calendar year, you can receive taxable reimbursement of up to $500 for a fitness facility membership. Once you pay for a 2020 fitness club membership (including membership for a gym, yoga studio, recreation center, etc.), submit your receipt and a completed form to Cigna:

- USNH 2019 Fitness Program Form
- USNH 2020 Fitness Program Form

Keep an Eye Out for Your 2019 W-2

Watch your email (or your mailbox, if you have not selected electronic communications) for your 2019 W-2. You will need it to complete your 2019 taxes. If your W-2 is coming by mail, make sure your home mailing address is up to date by logging in to WISE with your regular username and password.

Don’t Leave FSA Money on the Table: Submit Reimbursements Today!

Two key FSA deadlines are coming up fast!

- **Dependent Care FSA**: You have until **March 31, 2020** to submit a claim for eligible 2019 Dependent Care FSA expenses. Expenses must have been incurred on or before December 31, 2019 to be eligible for reimbursement from your 2019 account.

- **Health Care FSA**: You have until **May 31, 2020** to submit a claim for eligible 2019 Health Care FSA expenses. Expenses must have been incurred on or before March 15, 2020 to be eligible for reimbursement from your 2019 account.

You will forfeit any money remaining in your accounts after the submission deadline. For details, including a list of eligible FSA expenses, visit [wageworks.com](http://wageworks.com).

Health Savings Account (HSA) Claims

There is no deadline to submit eligible claims to your Health Savings Account...but the longer you wait, the more likely you are to lose your receipts or forget to file a claim. Your HSA account is administered by [Cigna HSA Bank](http://cigna.com).

Coming Soon! Voluntary Long-Term Care Insurance

Caring for an aging family member is hard. It often takes an emotional and financial toll on the whole family. Long-Term Care Insurance is one way to help reduce the worry. Long-Term Care Insurance helps you pay for the care you or a covered family member may need, including for a portion of the cost of a long-term care facility.

We are pleased to announce a special enrollment for our voluntary Long-Term Care Insurance program, underwritten by Genworth Life Insurance Company. From February 10 through March 6, 2020, benefit-eligible employees under age 66 may apply with reduced medical underwriting. Employees 66 and older may apply with full medical underwriting.

Information about this insurance and the special enrollment period will be sent to you the week of February 10.

Take advantage of the opportunity to attend an onsite meeting (below) to learn more.

<table>
<thead>
<tr>
<th>Onsite Meeting</th>
<th>Date</th>
<th>Time(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keene State College – Keene</td>
<td>2/18</td>
<td>10 am – 11 am</td>
<td>Madison Street Lounge</td>
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<tr>
<td>Granville College – Concord</td>
<td>2/18</td>
<td>12 pm – 1 pm</td>
<td>Events Center</td>
</tr>
<tr>
<td>University of New Hampshire – Franklin Pierce School of Law – Concord</td>
<td>2/19</td>
<td>9 am – 10 am</td>
<td>Room 274</td>
</tr>
<tr>
<td>USNH System Office – Concord</td>
<td>2/19</td>
<td>11 am – 12 pm</td>
<td>Room 303</td>
</tr>
<tr>
<td>University of New Hampshire – Durham</td>
<td>2/19</td>
<td>3 pm – 4 pm</td>
<td>Memorial Union Building (MUB) 338/340</td>
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<td>University of New Hampshire – Manchester</td>
<td>2/20</td>
<td>11:30 am – 12:30 pm</td>
<td>Room 101</td>
</tr>
<tr>
<td>Plymouth State University – Plymouth</td>
<td>2/20</td>
<td>10:30 am – 11:30 am</td>
<td>Merrill Place A</td>
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</tbody>
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SUGGESTIONS/COMMENTS?

Email myusnh.hr@usnh.edu to provide feedback or suggestions for future articles.