



FEBRUARY 2022

UKG Improvement 'Approvals by Job' Functionality Coming 02/09/2022



USNH has been working together with UKG (formerly Kronos) to rectify timecard approval issues for **supervisors responsible for hourly employees who have multiple jobs with multiple supervisors**. Several improvements have been made and several more are planned, including an 'Approvals by Job' feature with an anticipated release date of **February 9, 2022**. The 'Approvals by Job' functionality clearly denotes on the timecard the hours that are relevant for each supervisor.

THE ISSUE: UKG Workforce Dimensions utilizes a single timecard for each employee, regardless of the number of jobs they have across the organization. Additionally, tying back to our legacy Banner HR/Finance system complicates the look and feel of job information on the timecard. These combined factors result in several issues for supervisors who need to readily distinguish time relevant to the job(s) they supervise for each employee.

THE SOLUTION: The 'Approvals by Job' functionality is one of several planned improvements to rectify the issues related to having a single timecard for each employee. This new functionality will:

- Provide supervisors with a new Data View which lists all time waiting to be approved by the supervisor for each employee.
- Provide visual indicators on the timecard utilizing a 'head-and-shoulders' icon to denote time relevant to each supervisor. The 'head-and-shoulders' icon will also display in the Totals section below the timecard to assist supervisors' review.
- Call out the time relevant to that supervisor; when a supervisor selects Approve, the relevant time will be shaded on the timecard.

Volunteer testers overwhelmingly supported the improvements and appreciated the associated training which helped improve understanding of both existing and new features. Learn more about [training dates and times](#) and see [job aids and training videos](#) online.

The Employee Assistance Program (EAP): Your Resource for 2022!

EAP counselors are your go-to for help with family conflict, stress management, depression, financial concerns, and more. Visit eaphelplink.com (company code: USNH) or call **800-424-1749** for helpful resources. EAP counselors are available 24/7. You pay nothing for an unlimited number of telephone sessions, or for up to six in-person sessions per issue, with a licensed and credentialed master's-level or Ph.D.-level counselor.

INTRODUCING TALKSPACE



Talkspace is a convenient, safe, and secure way to access online therapy from any location. It's easy to use and gives you the opportunity to work with a licensed therapist from the comfort of your home.

If you're a member of a USNH health plan, visit talkspace.com/cigna to get started.

2022 HOLIDAY SCHEDULE

It's important to take time to relax, refresh, and recharge. Take a look at your holiday schedule and consider using your Personal Time* to build out some three-day weekends!

[Review the 2022 holiday schedule here.](#)

** For employees covered by UTime program*



At-Home COVID-19 Tests Now Covered at No Cost

If you're a member of a USNH medical plan, you and your covered dependents may purchase up to eight over the counter (OTC) at-home COVID-19 tests per month, per covered dependent, at no cost through OptumRx. There are several ways to get these tests:

Pay \$0 at a preferred network pharmacy:

Visit a **Walmart, Sam's Club** or **Rite Aid** pharmacy and simply go to the pharmacy counter, present your OptumRx member ID card, and ask to have your COVID-19 test kits submitted to your plan for coverage.

OR

Purchase a kit, then submit an electronic form for reimbursement:

You can also purchase COVID-19 test kits at other stores or online retailers. Keep your purchase receipt(s) and submit an electronic reimbursement claim form at optumrx.com/testinfo.

OR

Purchase a kit, then print and mail in a paper reimbursement form:

If you prefer to submit your claim by mail, you can print a form at optumrx.com/testinfo and mail it in. **Please note:** you will receive reimbursement more quickly if you submit an electronic claim.

Note: Most OTC at-home COVID-19 tests come in packs of two. Each dependent is eligible for eight tests per month (i.e., four packs of two), with a reimbursement of up to \$12 per test (\$24 per pack). For more information and complete details, visit optumrx.com/testinfo.

Benefits Check-Up

Now that we're in the new year, it's a good time to make sure you're taking advantage of the ways our benefits can support you. Consider:

- ✓ Confirming your doctors are still in-network.
- ✓ Making regular care appointments with your primary care providers (medical, dental, and vision).
- ✓ Submitting your 2021 Flexible Spending Account expenses. You must submit your reimbursement claims by May 31, 2023.
- ✓ Planning your 2022 Healthcare and Dependent Care FSA expenses. You must incur 2022 Dependent Care expenses by December 31, 2022 and Health Care expenses by March 15, 2023. Be sure to submit reimbursement claims by May 31, 2023.



Health Questions? Seek care from home!

If you're enrolled in a USNH medical plan through Cigna, you have two options for virtual care:

Cigna Telehealth

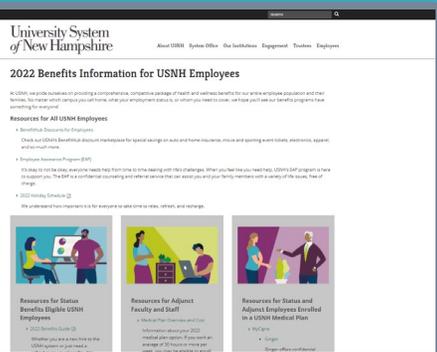
Cigna provides telehealth services through MDLIVE, which connects you with U.S. board-certified doctors via secure video chat or over the phone. Receive care for a wide range of non-urgent health issues, such as sore throats, allergies, stomachaches, and more. Schedule an appointment 24/7; you'll save money compared to visiting an urgent care center or emergency room. Visit mdliveforcigna.com to register.

24/7 Nurse Line

If you have a question or concern about your health, connect with a certified nurse 24/7 for additional information and guidance. Simply visit mycigna.com or call **800-564-9286** to begin.

HERE'S A TIP

Bookmark this link to see the most up to date benefits information and have easy access to resources like EAP, BenefitsHub, and your holiday schedule. The last page of this newsletter is also a great "keeper" to save to your computer or print out as a reference to your benefits.



Check in on your Retirement Saving Plan!

Now's a good time to check in on your retirement plan to be sure you are on track to be financially fit when you retire. Both TIAA and Fidelity offer free one-on-one meetings to go over your options, and you can even bring in your family members! Follow the links below to schedule a one-on-one retirement check-up.

[TIAA Retirement Check-Up](#)

[Fidelity Retirement Check-Up](#)

While you're at it, the new year is also a good time to check and update your beneficiary information.



Remember our Tuition Reimbursement Benefit

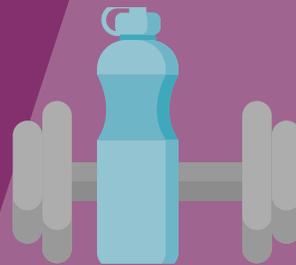
The Tuition Reimbursement Benefit is available to eligible employees and their dependents, after a waiting period, to help pay for courses at any USNH campus. To apply for reimbursement, first complete the registration process for the institution that has the courses you want to take. Then, submit an online Tuition Benefit Form, available at wise.usnh.edu.

How Much Could You Save in Tuition?

Eligible employees can take up to five courses per fiscal year. Courses for credit are eligible for a 100% reduction of the in-state cost; non-credit courses are eligible for a 50% reduction of the in-state cost. Plus, your eligible dependents can receive up to 50% off the in-state tuition rate for USNH credit courses after a one year waiting period.

SUBMIT YOUR 2021 FITNESS REIMBURSEMENT BY MARCH 31, 2022!

Remember, you can receive **up to \$300 back** when you participate in a qualified fitness activity, such as signing up for a gym membership or purchasing fitness equipment. Just pay for your fitness membership and submit your receipt(s) to Cigna with the completed form, which you can [download here](#). You can do this once per calendar year.



Bargain Hunter?

Take advantage of these deals, special for USNH employees:

BenefitsHub & Ticketsatwork

These programs provide deals to all employees of USNH. Check out some great discounts below*:

- [Sam's Club](#) – 50% new membership
- [Vitamax](#) – 15% off + free shipping
- [TaxAct](#) – Save 25% on your 2021 tax filing
- [New England Aquarium](#) – Save 25% on tickets
- [Killington Resort](#) – 40% off lift tickets

*Deals current as of 01/21/2022



15% off Verizon Wireless

Verizon Wireless offers all USNH employees:

- A **15% monthly access discount** off select price plans billed at \$35 per month or greater. Phone/device discounts vary on a regular basis, based on current promotions being offered.
- A **25% discount** is available off most individual accessories as well.

Employees can register for their discount by visiting verizon.com/discounts, which will generate an email that provides the path for completing this process, or to shop for equipment/service.

Enterprise Rent-a-Car® Personal Discounts

USNH employees are entitled to discounted USNH rates for rental cars for personal use. Employees receive both the best price at the time of rental *and* an additional discount.

[Click this link](#) to access the discount.

If you prefer to call toll-free, dial 1-800-RENT-A-CAR or 1-800-CAR-RENT. Reference our account number XZ10D10 and pin number "UNI".



University System of New Hampshire BENEFITS TOOLS AND RESOURCES

Use Your Benefits Year Round!

If you are enrolled in a USNH-sponsored medical plan with Cigna, your benefits go beyond covering visits to the doctor, prescriptions, and medical procedures. Don't forget about the many additional tools available to help you and your covered dependents stay well throughout the year. Programs include:

▶ Cigna Telehealth

Receive virtual care for a wide range of non-urgent health issues through MDLIVE.

Visit mdliveforcigna.com to register and schedule an appointment 24/7.

▶ 24/7 Nurse Line

If you have a question or concern about your health, connect with a certified nurse 24/7 for additional information and guidance.

Visit mycigna.com or call 800-564-9286 to begin.

▶ Healthcare Bluebook

Shop for care, compare facilities, save money on health care services, and earn rewards with Healthcare Bluebook.

Go to healthcarebluebook.com (company code: USNH) to begin.

▶ Online Health Assessment

Complete Cigna's Health Risk Assessment and earn up to a **\$150 MyPath2Wellness credit** toward your medical premium in 2023.

Visit mycigna.com to begin.

▶ Oncology Support Program

Cigna's oncology care management program provides personalized, effective care for cancer patients.

Visit mycigna.com or call 800-564-9286 to learn more.

▶ Fitness Reimbursement

Receive up to **\$300 back** when you participate in a qualified fitness activity, such as signing up for a gym membership or purchasing fitness equipment.

Submit your paid receipt(s) to Cigna with the completed form found on the [USNH Benefits page](#).

▶ Talkspace

Talkspace is an online mental health therapy service that connects users to a dedicated, licensed therapist via private messaging or live video session.

Visit talkspace.com/cigna to get started. Download the Talkspace app ([iOS](#) or [Android](#)) for access on the go.

▶ Stress Management Activities with Happify

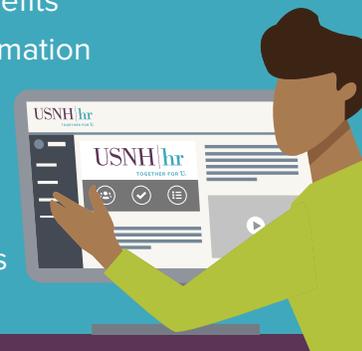
Manage your stress and build resilience by participating in science-based activities and games with Happify.

Visit the "Emotional Health" tab on the mycigna.com portal to begin.

Visit MyBenefits.USNH.edu

Your go-to resource for benefits is MyBenefits.USNH.edu, where you can:

- View your current benefits
- Find benefit plan information and summaries
- Access vendor websites
- Review dependent eligibility requirements



Vendor Contact Information

Vendor	Phone	Website
Cigna Healthcare	800-244-6224	cigna.com mycigna.com
OptumRx	866-633-5874	optumrx.com
Northeast Delta Dental	800-832-5700	nedelta.com
VSP Vision Care	800-877-7195	vsp.com
HealthEquity/ WageWorks – Flexible Spending Accounts	877-924-3967	wageworks.com
TIAA	800-842-2776	tiaa.org/usnh
Fidelity Investments	800-343-0860	netbenefits.com/ usnh
MetLife – Voluntary Benefits	800-438-6388	metlife.com/ mybenefits
Sun Life Financial	866-806-3619	sunlife.com/us
Employee Assistance Program (EAP)	800-424-1749	eaphelplink.com Company code: USNH