UTime Changes Are Less Than a Month Away

**Our new UTime benefits program starts July 1, 2019.** UTime—our new, comprehensive leave and time management program—will standardize time-off benefits for exempt and non-exempt USNH employees.

**If you’re a non-exempt employee,** your Sick Pool balance will be converted to Earned Time automatically at a 3:1 ratio. Shortly after July 1, Human Resources will tell you how to view your Earned Time balance and provide you an opportunity to convert a portion of your Earned Time into the new Sick Time benefit at a 1:3 ratio.

**If you’re an exempt employee,** you won’t need to make transition decisions.

As part of UTime, the **Kronos Workforce Dimensions System** is scheduled to roll out in October 2019. Until Kronos goes live, continue to track your time using current methods; however, be sure to choose the new UTime benefits for tracking your absences, when applicable. Online and in-person Kronos trainings will be offered in September, prior to go-live. Training details and resources will be provided before the start of the new academic year.

For more information about UTime benefits, including eligibility and how UTime compares to your current time-off benefits, visit the **USNH UTime page**.

NOTE: UTime benefits do not apply to employees covered by a Collective Bargaining Agreement.

Get Learning with LinkedIn!

Want to expand your skills and enhance the quality of your work? Looking for a new way to approach a lesson plan for your students? Need a fresh take on managing team conflicts? Check out the **FREE** learning modules on LinkedIn Learning.*

LinkedIn Learning is an on-demand, online learning solution designed to help you gain new skills and advance your career. It has topics like:

- **Excel 2016 Essential Training**: Learn how to best enter and organize data, perform calculations with simple functions, work with multiple worksheets, format the appearance of your data and cells, and build charts and PivotTables.

- **PowerPoint for Teachers—Creating Interactive Lessons**: Create dynamic, student-centered, hands-on learning activities using PowerPoint; learn how to enhance your instruction with discussion, activities and multimedia.

- **Transitioning from Manager to Leader**: Practice self-awareness, develop an executive presence, expand your perspective from local to global, and improve your decision-making skills.

To receive a new USNH activation link, visit **USNH LinkedIn Learning Information** and call your campus contact today. For active accounts, log into **USNH LinkedIn Learning** using your USNH single sign-on credentials.

*KSCASA, KSCSA and KSCDSA union members are not eligible.

NEED A DOCTOR WHILE ON VACATION?

The sun is shining, the ocean is warm and you’re finally starting to relax... then your son develops strange red bumps all over his stomach. You think it’s heat rash, but what if it’s not?

If you’re enrolled in a USNH Medical Plan administered by Cigna, you can use telehealth services through AmWell and MDLive, both of which connect you with U.S. Board-certified doctors by secure video chat or by phone. Telehealth is great for a wide range of non-urgent health issues—especially those that happen in the summer, like heat rash, summer colds, infections, sunburn, asthma and food poisoning. Appointments are available on your time, 24/7. And, you’ll save money compared with going to an urgent care center or emergency room.

Visit [www.AmWellforCigna.com](http://www.AmWellforCigna.com) or [www.MDLiveforCigna.com](http://www.MDLiveforCigna.com) to register now. That way, you’re ready at a moment’s notice to video-chat or talk with a doctor.

SUGGESTIONS/COMMENTS?

Email [myusnh.hr@usnh.edu](mailto:myusnh.hr@usnh.edu) to provide feedback or suggestions for future articles.
MyPath2Wellness Requirements

**Annual Wellness Visit:** $250 medical premium credit for coverage administered by Cigna. To earn the 2020 USNH Medical Plan premium credit, you must visit a doctor for an annual wellness visit (a physical or a preventive exam). Your in-network wellness visit has a $0 copay. Cigna will verify your visit automatically when your doctor submits your claim—there’s nothing you need to do. Login at [myCigna.com](http://myCigna.com) or download the MyCigna mobile app to find an in-network provider.

**Cigna Online Health Assessment:** $150 medical premium credit for coverage administered by Cigna. Find the Health Assessment by logging in at [myCigna.com](http://myCigna.com).

Get to the Doctor and Earn 2020 Wellness Incentives

If you are enrolled in a USNH Medical Plan administered by Cigna and complete both MyPath2Wellness requirements by **October 31, 2019**, you’ll receive $400 in medical premium credits in 2020.

The EAP Is There for You, No Matter Your Situation

USNH offers an Employee Assistance Program (EAP) so you can get help with life’s biggest—and smallest—challenges. Speak with a counselor over the phone 24/7, or make an appointment to visit a counselor in-person.

**NEW!** Recently, USNH expanded EAP coverage to include substance abuse resources.

Log on to [www.eaphelplink.com](http://www.eaphelplink.com) (company code: USNH) for more information about services and to access articles, interactive tools, training webinars, and much more.

We Stopped the Presses A Little Late…

Sometimes we get something wrong. In the May 2019 Human Resources Bulletin, we said that UTime does not change the way the Bereavement Leave benefit works. We stand corrected: Starting July 1, non-exempt employees, when taking time off under the Bereavement Policy, will **not** have to use Earned Time or Sick Pool time for the death of an immediate family member or other relative.*

*KSCASA, KSCSA and KSCDSA union members are not eligible.

If you’re looking for a summer activity or trying to find a way to save on your upcoming vacation, the EAP might be the perfect place to start. Through the EAP you have access to a Savings Center for up to 25% off products, including groceries, movie tickets, theme park passes, electronics and travel. The Savings Center is provided through **Perks at Work**—a great addition to the wide range of discounts available under **BenefitHub**. You can access Perks at Work through the EAP site, or directly by visiting [www.perksatwork.com/register](http://www.perksatwork.com/register). To register, enter your email address and **Workplace Options US** as the company name. Use company code **EAP**.