

The University of Maine

DigitalCommons@UMaine

---

University of Maine Communications

UMaine COVID-19 Community Archive

---

Fall 2020

## Office of Human Resources\_Fall Semester Employee Resources Webpages

University of Maine Office of Human Resources

Follow this and additional works at: [https://digitalcommons.library.umaine.edu/c19\\_comm](https://digitalcommons.library.umaine.edu/c19_comm)



Part of the [Higher Education Commons](#), [History Commons](#), [Human Resources Management Commons](#), and the [Medicine and Health Sciences Commons](#)

---

### Repository Citation

University of Maine Office of Human Resources, "Office of Human Resources\_Fall Semester Employee Resources Webpages" (2020). *University of Maine Communications*. 19.  
[https://digitalcommons.library.umaine.edu/c19\\_comm/19](https://digitalcommons.library.umaine.edu/c19_comm/19)

This Webpage is brought to you for free and open access by DigitalCommons@UMaine. It has been accepted for inclusion in University of Maine Communications by an authorized administrator of DigitalCommons@UMaine. For more information, please contact [um.library.technical.services@maine.edu](mailto:um.library.technical.services@maine.edu).



# Your Guide to Fall Semester 2020

- Your HR Guide for Fall 2020
- UM Return to Campus
- Telehealth
- TIAA
- 2021 Open Enrollment
- Need a MaineCard?
- Marketing and Communications



The beginning of a new academic year is a particularly appropriate time to share some important reminders and helpful information to ensure an outstanding start to the Fall Semester. Please do take a few moments to review these updates from your University of Maine Office of Human Resources!



## Welcome to Campus!

Greetings and Welcome to Fall Semester at the University of Maine.

To say that we are beginning the academic year as never before is certainly an understatement, but there are some constants that will serve us all well moving forward together.

This website is designed to put some of these helpful hints and resources at hand in a single place and features information on trainings, health coverages, TIAA access, and much more.

Our hope is that this will prove of value not only upon opening it and visiting the topics available, but keeping the URL handy in the coming weeks for quick reference moving forward as well.

Before our schedules become any more hectic than they already are, please know how much your continued efforts on behalf of the University of Maine are appreciated in support of our successful student outcomes!

Your Human Resources Team



## Have You Heard About Black Bears Care?

Black Bears Care is the public health/social conscience plan for the University of Maine community to help limit the spread of COVID-19. The University of Maine continues to develop tools and protocols for the successful resumption of instruction and activities, working in conjunction with the University of Maine System, and state and federal offices.

During these unprecedented times, with the impact of a global pandemic, we continue to define tomorrow. It will require every one of us to do our part to keep our community safe as we return for a new academic year.



## Safe Return Training Guides/De-escalation /Scenarios



## Should You Self-Quarantine? If the Answer is "Yes", When Should You Return to Campus?

Here is a handy [workflow chart](#) that outlines appropriate steps to follow if you encounter certain circumstances.



## UMS Academy Compliance Training for 2020-2021

With all of the COVID-19 Updates and Safe Return information being shared, it's easy to overlook another important milestone for University of Maine System employees; the open of another Compliance Training cycle for 2021.

Hosted on UMS Academy, updated and refreshed UMS Compliance Training is a crucial component of the safe and efficient completion of our higher education mission and maintenance of a healthy work environment.

When you make your way to UMS Academy for training, ([Please see helpful tips on navigating](#)), you will find easy access to both the required content as well as electives. Your Compliance Education Committee has worked hard to create a single curriculum of seven required courses for all employees and student employees as well and here is a list of the required trainings demonstrating the relevance of the material to our collective efforts in support of the University of Maine System:

FERPA, Basic Safety, Information Security, Conflicts of Interest, Sexual Harassment Prevention, UMS ICT\* Accessibility, and Title IX.

Implemented annually through UMS Academy, the seven training modules will take you approximately 3.5 - 4 hours to complete and depending upon the nature of your work, you may have additional trainings assigned by your supervisor or manager to ensure the successful completion of specialized duties and responsibilities.

Your completion of the various modules will be tracked through UMS Academy to help keep you on course for completion of your Compliance Training curriculum by the November 15, 2020 deadline.

Thank you for all of your efforts and collaboration to ensure University of Maine System employees do their part to contribute to student success and service to our communities.

Your Learning and Organizational Development Team



## What's New in MaineStreet?

It is now possible to access PATFA service credit information in Employee Self-Service. PATFA employees can see important service credit information by logging in to Employee Self-Service and selecting the Pay Tile. Service Credit information is available in the PATFA menu option located at the left of the page.

In addition, Payroll is offering Time Entry lunch-and-learn sessions for new employees; time approval sessions are also available this fall for managers and time approvers as well.

Please see below the upcoming times and registration links for these informative Zoom meetings.

[September 16th - 12:00 p.m. - Time Entry Best Practices and Resources](#)

[September 16th - 2:00 p.m. - Time Approval Best Practices and Resources](#)

Please share these Webinars and we look forward to providing support!



## Important Cigna Coverage News through October 31, 2020

### Yes, your UMS Cigna coverage includes diagnosis, testing, and treatment for COVID-19:

- **COVID-19 diagnostic visits:** Cigna is waiving out-of-pocket costs for COVID-19 visits with in-network providers, whether at a provider's office, urgent care center, emergency room, or via virtual care, through October 31, 2020.
- **COVID-19 testing:** Cigna is waiving out-of-pocket costs for COVID-19 FDA-approved testing. Only a health care provider or hospital can administer the test and send the sample to an approved lab for results.
- **COVID-19 treatment:** Cigna is waiving out-of-pocket costs for all COVID-19 treatment through October 31, 2020. The treatments that Cigna will cover for COVID-19 are those covered under Medicare or other applicable state regulations. The company will reimburse health care providers at Cigna's in-network rates or Medicare rates, as applicable.\*

**For more information, please visit the [Cigna Coronavirus \(COVID-19\) Resource Center Today](#)**



## Support for your Return to Campus 2020 and Your Employee Assistance Program

You know that your Employee Assistance Program is a wonderful resource for the busiest times in your life. With so much to get done at the close of summer, EAP provided by Cigna, can be helpful in so many ways. Accessible 24/7 at [myCigna.com](#) for all University of Maine System employees, there is useful information on topics including child care, financial and legal services, and even identity theft not to mention senior care and educational guidance to name but a few.

Would you like to connect? Members of the University of Maine System [healthcare plan](#) may navigate to the Employee Assistance Program through their account at [myCigna.com](#) and hover over "Coverage" to find the Employee Assistance Program link for more information. The telephone number is 1-877-622-4327.

Those not members of the healthcare plan may also utilize EAP by calling 1-877-622-4327 or by visiting [myCigna.com](#), registering for entry to the site with EAP access only using the employer ID "ums".