

### HR Team Spotlight: *UMMS HR Benefits Team*

#### *Meet the Team*



**Karen Wilson**  
*Benefits Manager*



**Ana Carrillo**  
*Sr. Benefits Specialist*



**Angela Oduro**  
*HR Benefits Consultant*



**Yolanda Figueroa**  
*HR Benefits Consultant*



**Patricia Hannam**  
*Benefits Associate*

#### *What We Do*

The UMMS HR Benefits Team brings a wealth of benefits knowledge and experience. The team is here to help you understand the wide array of benefit programs offered so that you can make the best decisions for yourself and your family.

The Benefits Team can provide you with assistance on:

- Health, Dental & Vision Insurance
- Life & Disability Insurance and Sick Leave Bank
- Retirement Plans & Flexible Spending Accounts (FSAs)
- Tuition Programs
- Child Care Assistance

#### *Quick Stats*

*Administering benefits for  
6,000+ employees*

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*Processed 550+ benefit  
forms for Open Enrollment*

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*Servicing many UMMS populations  
including executives, faculty,  
dual-employed physicians,  
residents, post-docs,  
staff & union members*

#### *Contact Us*

Email:  
[benefits.umms@umassmed.edu](mailto:benefits.umms@umassmed.edu)

- Vacation Time and other Paid Time Off
- Enrollment/Change Forms
- Retirement Consultation

Phone: (508) 856-5260, Option 1

Website:

<https://www.umassmed.edu/hr/benefits>

## W-2 Year End Tax Reminders

As the year end approaches, it is time to start thinking about tax preparation. Please take action on the items below to help you prepare for tax season.

### Message from UMMS Immigration Services

If you benefit from a tax treaty and are a non-resident alien for tax purposes, you will also need to [login to your Glacier Online Tax account](#) to update your local address. The IRS Tax Calculator does not apply to non-resident aliens.



#### Step 1: Review and Update your Personal Information in HR Direct

It is important to review your personal information on record in the HR Direct System to confirm your mailing address is updated and accurate.

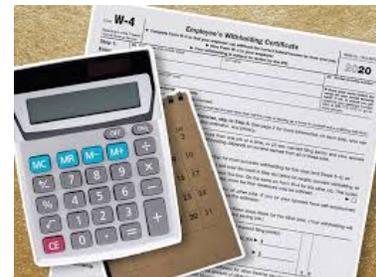
**To review/update your personal information and mailing address**, log on to [HR Direct](#), and click on the NavBar located on the top right of the page. From the NavBar menu, click on "Navigator". Click on "Self-Service" and then "Personal Information". Then, click the "Personal Details" to validate that your mailing address is accurate. If corrections are needed, please make the edits and save the corrected information.



#### Step 2: Go Paperless with your W-2 Statement

UMMS employees may elect to receive their W-2 statements online through HR Direct Self Service in an IRS approved PDF format. This allows you to print and send the online form with your tax return.

**To consent to receive your W-2/W-2c electronically and go paperless**, log on to [HR Direct](#), and click on the NavBar located on the top right of the page. From the NavBar menu, click on "Navigator". Click on "Self-Service" and then "Payroll and Compensation". Then, click the "W2/W-2c Consent" link. Read the disclosure information on the Form and if you want to receive your W-2/W-2c electronically, check the "Consent" box and hit "Submit".



#### Step 3: IRS Tax Withholding Calculator

Due to the Tax Cuts and Jobs Act, the Internal Revenue Service (IRS) released a revised federal Form W-4 for tax year 2020. You may [access the 'New 2020 Form W-4'](#) (*login required*) from the [UMass Office of the President website](#). The Form's *Employee Withholding Certificate* is significantly different from the previous year and the University recommends you perform a "paycheck checkup".

**To conduct the checkup and to see if you need to make adjustments to your current withholding**, [access the IRS Tax Withholding Estimator](#). To effectively use the estimator, it is helpful to have a copy of your most recent pay stub and tax return.

## Job Aids

*How to Update W-2 Consent and Personal Information in HR Direct  
(link)*

*Business Rules on Consent and Benefits of Paperless W-2 Form  
(link)*

## Reminder: Long-Term Care (LTC) Enrollment - Ends October 23, 2020



The UMass Office of the President has a special offer for actively at-work, UMMS eligible employees, to apply for long-term care coverage from Mutual of Omaha with reduced underwriting (limited health questions). **Enrollment ends October 23, 2020.** Applications during future enrollment periods will require proof of good health through full medical underwriting.

### Questions

If you have questions, please visit the website at <https://www.getltci.com/umass> or call (888) 428-6075 to speak with a plan or enrollment specialist.

## Deadline to Use Your 2020 Personal Time

The last day for all employees to use their 2020 Personal Time is Saturday, January 2, 2021.

Employees will be awarded their 2021 Personal Time on Tuesday, January 5, 2021, and will see the new time on their timesheet on Wednesday, January 6, 2021.

Employees can access their timesheet through [HR Direct](#).



## Human Resources Job Spotlight



Employee **referrals** are one of the most effective ways of finding **the best** candidates for the **job**. Therefore, we encourage you to please share these hot job opportunities with friends who may be a good fit for the job opening or who will forward the job description to their network of contacts. Thank you in advance for your support!

You may also be eligible to participate in our Employee Referral Program. [Click here](#)

for details on the program.

To apply for these jobs and/or to email the jobs to a friend, click on links below and then click on the "Apply" or the "Refer a Friend" button on the page.

[Animal Care Technician](#)

[Care Coordinator](#)

[Data Warehouse Director \(MassHealth\)](#)

[Financial Assistant IV](#)

[Grant & Contract Specialist II](#)

[Grant & Contract Specialist II - COVID-19 Testing Technologies](#)

[Project Director II - Office of Survey Research](#)

[Psych Research Infant Outcomes](#)

[Research Associate I](#)

[Residency Program Coordinator II](#)

[Senior Scientific Writer - Gene Therapy Center](#)

## Stay Connected with HR

To learn more about  
the UMMS Core  
Competencies,  
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Join Our Talent Community

## Quick Links

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Department](#)

[HR Direct](#)

Human Resources—Helping



Make a Difference in Everything We Do

UMass Medical School

Department of Human Resources

HR Phone: 508-856-5260

HR Website: [umassmed.edu/hr](http://umassmed.edu/hr)

HR Communications Email: [hr.communications@umassmed.edu](mailto:hr.communications@umassmed.edu)