

hr Bulletin



FEBRUARY 2025

We hope you and your family have had a healthy, productive start to 2025! As we turn the calendar to February, there are still plenty of ways to prioritize your well-being—and USNH is here to help you achieve your goals! Read on for some important tips, tricks, and reminders to make the most of your benefits this year.



INTRODUCING WORKDAY

On January 1, USNH transitioned all timekeeping, expenses, and benefits information to [Workday](#). Whenever you need to manage your benefits, make Workday your first stop, where you can:

- Review your current benefits
- Review and update your beneficiaries
- Make changes to your benefits if you've experienced a qualified change of status
- Much more!



We know you may have questions about how to use Workday or where to find the information you need, so we've set up several opportunities for you to get help:



IN PERSON

Drop in for HR or Finance office hours for support with a range of topics, including travel reimbursements and expenses, FOAPAL changes, hiring, time tracking, and more. Sign up using the calendar links under the "[Workday Training is Here](#)" section on the Workday Resources home page.

HR office hours:

Wednesdays from 10 am – 11 am
Thursdays from 1 pm – 2 pm
through February 27

Finance office hours:

Tuesdays from 11 am – 12 pm
Thursdays from 2 pm – 3 pm
through February 27



BY PHONE

Dial 2525 if you're on campus for all Finance, HR, Procurement, and Enterprise Technology and Services requests. [Click here to learn more.](#)



ONLINE

Submit a [Help Ticket](#) to be contacted by an expert who can provide the assistance you need.



YOUR W-2 TAX STATEMENT IS AVAILABLE IN WISE

To find your W-2 tax statement, [click here](#) for step-by-step instructions. Contact [Payroll](#) for assistance!

MAKE THE MOST OF YOUR MEDICAL PLAN

If you're enrolled in a USNH medical plan through Cigna, here are a few key reminders to make the most of your benefits:

Access your medical ID card online

Now you never have to worry about misplacing your card. Conveniently access it on [myCigna](https://mycigna.com) by following these steps:

- 1 Log in to [myCigna.com](https://mycigna.com) or the myCigna® app.
- 2 Click or tap "ID Cards."
- 3 View your card, as well as any dependents' card(s).
- 4 If you have an Apple device, save your digital ID card(s) in your Apple Wallet. You can also email cards directly to doctors, straight from [myCigna](https://mycigna.com).

Submit your 2024 fitness reimbursement by March 31

Remember—you can receive up to \$300 back when you enroll in a qualified fitness activity, like signing up for a gym, purchasing fitness equipment, or getting a season pass to ski! If you haven't submitted your reimbursement yet, take these steps by March 31:

- 1 Visit the [USNH Benefits page](#) and download the form.
- 2 Complete the form and attach your receipts.
- 3 Submit the form by emailing it to USNHfitness@cignahealthcare.com.

FITNESS REIMBURSEMENT FOR 2025 IS NOW AVAILABLE!

If you've gotten a jump start on fitness activities for 2025, you can submit those expenses for reimbursement too. Follow the same steps shown above!

Complete your 2025 Health Risk Assessment

From January 1 through November 30, visit [myCigna.com](https://mycigna.com) and complete your Health Risk Assessment to earn up to a \$150 MyPath2Wellness credit toward your medical premium for 2026. If you are a new hire, you have 90 days to complete the Health Risk Assessment to receive a prorated credit for this year.



Remember your expanded Omada Health coverage

For 2025, USNH has expanded our partnership with Omada Health to provide enhanced



support for not only pre-diabetes, but also diabetes and hypertension (high blood pressure). Let Omada's personalized support help you effectively manage your condition. Visit omadahealth.com/USNH to learn more.

Use our new Lantern specialty care programs for your major medical concerns

All covered employees and family members have access to two Lantern programs at no additional cost:



- 1 **Cancer Care**, which provides a personal Oncology Nurse Navigator to help with every step of the cancer journey, for all cancer types and stages.
- 2 **Surgery Care**, which helps cover the most expensive costs associated with surgery (saving the average member \$2,000 – \$4,000) and helps members find the right surgeon for their needs.

Access Lantern by visiting my.lanternhealth.com or calling 855-204-3923 (for Cancer Care) or 855-676-3920 (for Surgery Care).



A New, No-Cost Path for Quitting Tobacco

February is Heart Health Month, and according to the Centers for Disease Control and Prevention (CDC), smoking causes 1 in every 4 deaths associated with cardiovascular disease and increases the risk for coronary heart disease and stroke by 200-400%. Your risk drops rapidly within the first 1-2 years of quitting.

If you want to kick the smoking, vaping, or chewing habit, USNH has a new solution to help. Spring Health's tobacco cessation program through 2Morrow Health provides you with proven effective strategies and dedicated support to help you quit for good. The program is available at **no cost** to all employees and dependents ages 18+. Visit usnh.springhealth.com or call 855-629-0554 to take the first step today!

SPRING HEALTH AND HINGE HEALTH: TWO PROGRAMS, ONE GOAL

Did you know chronic pain and depression share neural pathways that affect the same region of the brain? They also feed off each other—depression and other mental health conditions have been shown to increase the severity and intensity of physical pain, while chronic back and joint pain increase the risk of depression. In fact, 65% of people living with depression also suffer from chronic pain, and 27% of people with chronic pain will experience depression. USNH is proud to offer two programs that work together to improve the physical and mental health of our employees and their loved ones: Hinge Health and Spring Health.



Hinge Health is a digital exercise therapy program that targets back, knee, neck, and other joint pain—and helps reduce the depression and anxiety that often come with it. You'll receive one-on-one support from a health coach, along with tools to help you understand how you think about pain.



Spring Health is a mental well-being partner who offers free therapy, coaching, and work-life services. With Spring Health, you'll receive support within a few days at a time that fits your schedule. Each employee and household family member can receive **8 therapy sessions** and **8 coaching sessions at no cost!** That's 16 sessions total for each person in your family, covered in full by USNH. These sessions renew each year, so even if you used them in 2024, you once again have access to free sessions.



Don't wait until you're in a crisis to prioritize your health. Let Hinge Health and Spring Health help you today!

SAVE THE DATE: READYING FOR RETIREMENT EVENT

No matter how far away retirement may seem, it's never too early to start saving. Plus, setting aside a few dollars each week into your 403(b) Retirement Plan is one of the easiest ways to save.

Join us for on-campus retirement events on **March 25 and 26, 2025**. Learn more about the Fidelity and TIAA tools available to help you manage your finances and create a plan that makes your income last a lifetime. Watch for more information coming soon!

Want to speak one-on-one with a retirement expert over the phone on your own schedule? Visit www.captrustadvice.com or call CAPTRUST directly at **800-967-9948**.



Questions? We're Here to Help!

For questions about your benefits, dial **2525** or submit a **Help Ticket**, and we'll get you in touch with an expert who has the answers you need!