WHAT’S NEW IN HR:

Welcome!

Human Resources is pleased to announce that Brittany Rapp has joined the HR team in the position of Assistant Director of Benefits & Employee Engagement. Brittany holds a Bachelor’s degree in Business Management & Leadership and Human Resources Management from Le Moyne College. Brittany most recently worked for Schenectady International and has a background in various roles including payroll, talent acquisition, employer branding and benefits. Brittany will be primarily handling benefit enrollments, coverage and claims, COBRA, the HR website, new employee orientations, and eventually the tuition remission program.

Join us in welcoming Brittany to Union! Please stop by HR and say hello.

CURRENT EVENTS:

Biometric Health Screening

On Tuesday, September 25th from 8:30 a.m. to 12:00 p.m. in Old Chapel, representatives from St. Peters and CDPHP will provide confidential individual health screenings. Screenings will take between 15 and 20 minutes. Screenings will include blood pressure, body composition analysis, BMI, blood glucose levels, cholesterol (HDL and LDL) and triglycerides. Fasting is not required for this testing. Private individual consultations will be offered to review results.

Signups are on a first-come, first-served basis. Click on the link below to schedule an appointment. If September 25th is not convenient for you, there will be one additional screening date this year.

www.SignUpGenius.com/go/10C084EACA62BA2FA7-health17

If you would like to schedule a Biometric Health Screening appointment and do not have access to a computer, please call Mike Polsinelli at 518-388-8348.

Need a refresher on Life Points, your wellness benefits, or assistance in completing your online Personal Health Assessment? Visit Erin Vickers of CDPHP during the September 25th Health Screening event!

Defensive Driving Class

A Defensive Driving class is being offered Saturday, September 29th, 10:00 am – 4:30 pm, Karp 105. This is a six hour course taught by an instructor from the National Traffic Safety Institute. Employees who drive a campus vehicle routinely, as part of their job, can attend the program at no cost and are especially encouraged to attend; all other employees can participate at the substantially discounted rate of $14.00 (Courtesy of the Wellness Program). Non employees may participate at a cost of $28.00. To receive a completed course certificate and qualify for a discount on auto insurance, participants must attend for the entire 6 hours. To sign up, please stop by Human Resources with your payment to register for the class.

Payment for the cost of your participation is due prior to the class date. Cash or check made payable to Union College is acceptable.

Retirement Plan Counseling

Please see the Retirement Planning section for upcoming dates, times and locations.

Proctor’s Tickets

Please see the Discounted Ticket Offers section for upcoming shows.
WELLNESS:

To qualify for the 10% wellness incentive, you, and if applicable, your covered spouse/domestic partner must have either a biometric screening or annual physical and attest to meeting the Smoke/Tobacco Free requirement (are a non-smoker/non-tobacco user and have not smoked or used tobacco products within the last year, or certify that you are currently participating in a physician-approved smoking cessation program). Screenings/Physicals done anytime during 2018 qualify you for wellness incentive consideration for the remainder of 2018 and pre-qualify you for 2019.

Please remember that if you participate in the on-campus biometric screening programs or have had an annual physical through your CDPHP doctor, then no documentation will be required to meet the biometric screening requirement for the wellness incentive (CDPHP is able to tell us who has had these done). In the interest of keeping premium costs down, please avoid multiple screenings/physicals in the same year unless deemed medically necessary. The College does incur a cost for these services which impact our premiums.

Union offers various health and wellness programs to aid you in getting healthy and staying healthy. Whether you walk, jog, dance, do yoga, take spinning, aerobics, cardio, weights, participate in Weight Watchers or want to take a healthy walking tour of the campus, Union provides its employees with the tools or classes that they need to accomplish their health goals. For more information on a “Healthy U”, visit the Union College Wellness page at www.union.edu/human-resources/u-b-fit. You can also check out wellness and health options with CDPHP by clicking on www.cdphp.com/members/wellness.

Life Points – Don’t miss your opportunity to turn 365 Life Points into $365 in 2018. If you have medical insurance through the PPO Plan U or PPO Plan C, then you are eligible to participate in the Life Points program. To get started, take your Personal Health Assessment (PHA), worth 50 points, by logging into the CDPHP website at http://www.cdphp.com/Members and following the link to “Take My Personal Health Assessment”. The more you do, the more points you can earn. If you have an issue with the website, please contact CDPHP at 518-641-3100. Additional information about Life Points is available on the Human Resources website under Health and Wellness www.union.edu/human-resources/benefits.

RETIREMENT PLANNING:

Make the most of your money and reduce your taxable income by making a contribution or increasing your contribution to your retirement plan! Employees are able to contribute, on a pre-tax basis, up to $18,500 per year into their 403(b) retirement plan, for calendar year 2018. Employees age 50 and over may contribute an additional $6,000. Employees not currently eligible for the College’s generous 11% contribution are still eligible to participate in the retirement plan. For employees interested in contributing monies on a post-tax basis, we have a Roth 403(b) option available with TIAA and Fidelity. Changes can be made to your current retirement deduction through Employee Online or by obtaining a Retirement Investment Election Form on the HR Website or at the HR office.

Make an appointment for October to meet with a retirement plan representative to discuss your options.

TIAA Representative
- Wednesday, October 3rd and Thursday, October 18th, 9:00 am to 4:00 pm – McKean House, 3rd Floor*

To schedule an appointment with the TIAA Representative, login into your account at www.tiaa.org/union or call 800-732-8353. Learn more about the available plans and investment options at Union College by checking out our web portal at TIAA.

Fidelity Investments Representative
- Tuesday, October 9th, from 9:00 am to 4:00 pm – McKean House, 3rd Floor*

To schedule an appointment with the Fidelity Representative, go to www.netbenefits.com/union or call 800-642-7131.

HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:

Training Calendar – "Professional/Personal Training & Development Calendar". Human Resources offers and supports many different programs and have created a calendar to make planning easier. The Fall Term schedule is currently under development and will be available on the HR website at https://www.union.edu/human-resources/training-opportunities. The calendar cycles are September through December, January through June and July through August.
Employee Training Scholarship Program – Employees interested in pursuing training opportunities should submit a brief written proposal, using the Employee Training Scholarship Program form. Completed forms should be submitted to the supervisor, department head, or department chair for consideration. Each proposal will be considered carefully in terms of job-relatedness and availability of funds; a prompt approval or denial will be provided. Requests should be submitted to Gwen Pulvirent in the HR office.

lynda.com – “Learning Paths.” – The knowledge and skills required to be successful in our jobs today is accelerating. This rate of change challenges all of us to stay ahead in our roles. Numerous “Learning Paths” are available to help you stay ahead in your current job or to prepare for a new opportunity. If you are interested, documentation is available on the ITS website: [https://its.union.edu/documentation/lynda.com](https://its.union.edu/documentation/lynda.com). You must have a Union email address to access the site.

DISCOUNTED TICKET OFFERS:

Proctors Tickets  *****Due to the limited number of group tickets, all tickets are on a FIRST COME, FIRST SERVED basis. FULL PAYMENT reserves your ticket(s). If you are interested in reserving your ticket, stop by HR with payment today. ***** (Seating for all shows is on the main floor)

The 2018-2019 Proctors Season begins in October for the following shows:

Fall 2018
A BRONX TALE – October 23, 2018, 7:30 pm – Get your tickets today!!!!!
- $46 per ticket

Winter 2019:
School of Rock – February 7, 2019, 7:30 pm
- $50 per ticket

Spring 2019:
THE KING & I – April 24, 2019, 7:30 pm
- $49 per ticket

General Tickets and Events Tickets for great events, theatre, travel, movies and much more is always available at a discount to Union employees. Visit one of the following websites for current offers:

Corporate Offers

TicketsatWork
- Go to [www.TicketsatWork.com](http://www.TicketsatWork.com)
  - Click on “Become a Member”
  - You will then be prompted to create an account with your email address and company code: UNIONEDU

BENEFIT NEWS:

Success Coach - Union College cares about You! Union’s Success Coach Tahnya Brown is on campus weekly.
See days and times listed. To schedule an appointment call Tahnya at 518-709-8575 or email at [TBrown@SchenectadyWorks.com](mailto:TBrown@SchenectadyWorks.com):
- Monday's from 8:00 am – 10:00 am in Wicker Wellness Center
- Wednesday’s from 1:00 pm – 3:00 pm in Feigenbaum Hall Basement Conference Room*
- Friday’s from 10:30 am – 12:30 pm in 303 Silliman Hall*

Employee Assistance Program–e4health – Life and wellbeing assistance for you and your family available anytime, any day, confidentially and at no cost.
Contact information:
- Phone: 800-828-6025
- Website: [www.HelloE4.com](http://www.HelloE4.com)
- Username: union college
- Password: guest
Flexible Spending Account (FSA) with Sentinel – Register online at www.SentinelGroup.com to view your flex spending dollars, to submit expenses and/or receipts, to view your statement, and to access online claim submission forms and instructions for reimbursements. Remember, if you have the Health Care Spending Account for 2018, you have until March 15, 2019 to use your Health Care flex dollars. For the Dependent Care Spending Account for 2018, you have until December 31, 2018 to use your Dependent Care flex dollars.*

You can use your FSA dollars for health care related purchases. Through the FSA Store, you can shop on-line for approved products. Just remember to keep all receipts. For more information on how to use FSAsstore.com or to shop the online FSA Store, click www.fsastore.com.

Personal Property Insurance – Offering a full range of Auto, Home, Renters and other personal property insurance.

Liberty Mutual – offers a full range of auto, home, renters and other insurance products. Union College employees save money on their personal property insurance and qualify for a special group discount. Enjoy convenient payment plans, including automatic payroll deduction, with no down payment, round the clock claims service and personalized service. Liberty Mutual is committed to providing you with comprehensive coverage and first class service. If you would like to see how Liberty Mutual compares to your current insurance programs, either call Peter Flood at 518-390-7435 or email him at peter.flood@libertymutual.com. Please remember to have your current insurance policies available when you call or visit with Peter.

Merriam Insurance – offers additional discounts for individuals with advanced education degrees. These discounts can apply to home, auto, and umbrella policies. Make sure you're taking advantage of all the discounts you're eligible to receive. Based in Schenectady since 1895, Merriam partners with over 90 insurance companies to make sure each client gets exactly what they need. Merriam has served Union College employees for over 25 years. If you would like to see how Merriam Insurance compares to your current insurance, for a quote, or if you would like to make an appointment to meet with a Merriam Insurance representative on campus, please call or email James Dick at Merriam Insurance at 518-393-2109 x219 or email James at jdick@merriaminsurance.com. Please remember to have your current policies available when you call or visit with James.

MISCELLANEOUS:

Employee Online (EO) is a system designed to make much of your human resources and payroll information available to you online. A Union College email address is required. If you do not have a Union email address, you can sign up for access by clicking Employee Online and then click the FAQs on the left for more information on how to request an account.

Some of the information available to you includes:

- View and/or print your current and previous paystubs
- Make changes to your home address, emergency contact, and family related information
- Review direct deposit elections, tax withholding, and retirement contributions and make changes by submitting a request online
- Review, access, and print your W2 forms
- Run "What If" scenarios to see how various changes to your tax withholding status or benefit selections will affect your net pay
- Check your current vacation accrual, benefit selections, and flexible spending account withholding amount
- Access the College directory and various HR and Payroll employee-related forms

This system eliminates cumbersome paper processes and makes your personal employee information more readily available. If you have questions about the system, please contact Joanne Herrick in Payroll at (518) 388-6105 or Jennifer Blessing in HR at (518) 388-6133. *** PLEASE NOTE: The Login field (username) requires "union" in front of your username. i.e. union\smith***

(*Please note that this meeting is scheduled on a floor without elevator access. If this presents a problem/concern, please call x.6666, with as much advanced notice as possible, and we will arrange for an alternate location.*)