

😊 HR BENEFIT & EVENT NEWS 😊

www.union.edu/HR/News

June/July 2017

July 4th Holiday – Unless otherwise noted and with the exception of certain essential services employees, the College will be closed for the **July 4th** (Independence Day) Holiday and **July 3rd** has been added as an Additional Holiday for 2017.

WELLNESS:

CDPHP “Workforce Team Challenge 2017” was a great success. Go to www.union.edu/hr to see all the pictures. Thank you to all the participants who came out and supported Union College. A special “Thank you” to the T-Shirt winner, Jennifer Goodwin, for her design of the Union T-Shirt for this event.

LifePoints–Don't miss your opportunity to turn 365 LifePoints into \$365 in 2017. If you have medical insurance through the PPO Plan U or PPO Plan C, then you are eligible to participate in the LifePoints 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 LifePoints is available on the Human Resources website under Health and Wellness (<http://www.union.edu/offices/human-resources/documents/policies/life-points-member-guide.pdf>).

Get Healthy/Stay Healthy! 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”, click [UBFit](#) for Union College’s U B Fit page. Additional information for wellness and health options with CDPHP can be found at <https://www.cdphp.com/members/wellness-treatment>.

Wellness Incentive–Don't Forget To Take Advantage of Union's Wellness Incentive. If you are a health insurance subscriber and have not yet claimed the Wellness Incentive for having a biometric screening/annual physical and for being a non-tobacco user, please remember to do so as soon as possible. If you have questions, please contact Human Resources.

BENEFIT NEWS:

Success Coach–Union College’s Success Coach **John Saccocio is on campus weekly. Days and times are listed below.** To schedule an appointment call John at [518-579-9325](tel:518-579-9325) or email at JSaccocio@SchenectadyWorks.com:

- **Mondays from 8:00 am – 10:00 am in Wicker Wellness Center**
- **Wednesdays from 1:00 pm – 3:00 pm in Feigenbaum Basement Conference Room**
- **Fridays from 10:30 am – 12:30 pm NEW LOCATION - 303 Silliman Hall 3rd Floor**

(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.)*

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
- Username: **union college**
- Password: **guest**

Flexible Spending Account (FSA)–Register online to view your flex spending dollars, to submit expenses and receipts and to view your statement at myspendingaccount. Make use of your FSA dollars. To shop online, you can use your FSA debit card or any major credit card. Your FSA Administrator may require a receipt for your purchase(s) to substantiate the claim, so hold on to them. For more information on how to use FSAsstore.com, please stop by the online store at <https://fsastore.com/>.

Remember, if you have the Health Care Spending Account for 2017, you have until March 15, 2018 to use your Health Care flex dollars. For the Dependent Care Spending Account for 2017, you have until December 31, 2017 to spend your Dependent Care flex dollars.

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

Liberty Mutual –Union College employees save money on their personal property 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 coverages 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. Make an appointment to meet with a Liberty Mutual Personal Property representative on campus:

- **Wednesday, June 7th, from 11:00 am to 1:00 pm in McKean House, 3rd Floor**

(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.)*

When you call or visit with Peter, please remember to have your current policies describing the coverages available.

Merriam Insurance—offers additional discounts for individuals with advanced education degrees. These discounts can apply to home, auto, and umbrella insurance. Make sure you're taking advantage of all the discounts you're eligible to receive. Based in Schenectady, Merriam has partnered with over 90 insurance companies since 1895 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, or for a quote, please call or email Phyllis Hammons at [518-393-2109 x223](tel:518-393-2109) or phammons@merriaminsurance.com.

HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:

Prudential Pathways 3 part Retirement Planning Workshop – We are pleased to offer you (and your spouse/partner/significant other, if space allows) a financial wellness educational series, Prudential PathwaysSM. Prudential PathwaysSM offers practical, down-to earth information that will help you and your family today, tomorrow and beyond. It is designed to give you an understanding of the fundamentals of financial wellness through a combination of education, financial services and other assistance. To sign up go to : <https://www.etchouches.com/251217>

- **Tuesday, June 13th, from 5:30 pm – 7:30 pm in Karp 005**
- **Tuesday, June 20th, from 5:30 pm – 7:30 pm in Karp 005**
- **Tuesday, June 27th, from 5:30 pm – 7:30 pm in Karp 005**

lynda.com – A new feature has been added: “Learning Paths.” If you are interested in registering, documentation on how to do this is available on the ITS website (<https://its.union.edu/documentation/lynda.com>). You must have a Union email address to access the site.

Employee Training Scholarship Program – Full-time 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, and a prompt approval or denial will be provided. Requests should be submitted to Gwen Pulvirent in the HR office.

TIAA Live Webcast “Women2Women” – Women control half the nation’s wealth, yet face challenges when it comes to financial well-being and retirement security. TIAA’s online Woman2Woman community is a valuable resource that can help women gain the confidence and knowledge to build the financial future they envision. This webcast will focus on **women under 65**, from a myriad of income levels who fit the profile of dollar stretcher, life builder, accumulator and transitional. Employing a talk-show format, TIAA will have a frank discussion about how participants can train their brain to shift their money mindset.

- **Tuesday, June 13th, from 2:00 pm – 3:00 pm – (location & sign up to follow).**

MISCELLANEOUS:

Capital Communications Federal Credit Union (CAP COM) - The CAP COM ice cream van is coming to campus. With the hot days ahead, stop by and grab a free ice cream and information on CAP COM Federal Credit Union.

- **Monday, June 5th, from 1:00 pm – 2:00 pm, at the circle next to Rathskeller/Old Chapel.**

U Are a Treasure Program

The program rewards exemplary Staff and Administrative performance through a Certificate of Achievement and a prize selection from the Union College Bookstore. To be an award recipient, an employee should demonstrate significant effort above and beyond what their job requires. Nominations should be submitted in writing to Human Resources.

U Are a Treasure Recipient

Congratulations to **Joe Conti of Facilities Services - Grounds**. Joe has been recognized for going above and beyond the call of duty during Springfest. Joe was instrumental in helping to move Springfest from the West lawn to the Richmond lot. This required the moving of approximately 100 yards of snow fence.

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 opt to sign up for access by going to www.union.edu and going to the Finance page or clicking here [Employee Online](#) and then view 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 form for tax years 2009 and forward**
- **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\smithj*****

Employee Recognition Luncheon – Check out pictures from this year’s luncheon. Go to www.union.edu/hr to see pictures of the recipients, employees and the recognition event.

Junior Summer Fun Bus Passes

Do you have or know children who utilize the CDTA bus services during the summer months? CDTA offers a discounted program for July & August. For \$40, a child may have **unlimited** access to CDTA buses for July **AND** August. For more information the union HR web page to view the flyer or go to the CDTA website: www.cdt.org.

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 \$18,000 per year into their 403(b) retirement plan, through payroll deduction, for calendar year 2017. 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 **June** to meet with a retirement plan representative to discuss your options.

TIAA Representative:

- **Tuesday, June 27th, from 9:00 am to 4:00 pm – Silliman Hall, 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.

(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.)*

Fidelity Investments Representative:

- **Wednesday, June 28th, from 9:00 am to 4:00 pm – Silliman Hall, 3rd Floor**

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

(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.)*

DISCOUNTED TICKET OFFERS:

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

Corporate Offers

- Call 646-290-6419
- Web at. <http://www.corporateoffers.com/corporateaccess/offers/broadway.php>

TicketsatWork

- Go to 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**

Proctors/theREP* Tickets – ***All ticket sales 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 your payment today. ***

SUMMER 2017 SHOW:

MAMMA MIA – July 28, 2017 @ 8:00 pm (the REP* in Albany)

- **\$40/per ticket for all seating (Main floor)**

The 2017-2018 Proctors Season begins in September. Be on the lookout for the dates, times and prices for tickets to the following upcoming Fall and Winter shows:

- **The Color Purple (Fall 2017)**
- **Les Miserables (Winter 2018)**
- **The King & I (Spring 2018)**