

😊 HR BENEFIT & EVENT NEWS 😊

www.union.edu/HR/News

May/June 2017

WELLNESS:

“CDPHP Workforce Team Challenge” *Registration ends Friday, April 28th!***. Come join Union’s team today! – Mark your calendars for Thursday, May 18, 2017, at Empire State Plaza and tell your co-workers to come be a part of this year’s event. Thousands of employees representing numerous companies, colleges and non-profits will gather at the Empire State Plaza for this 3.5 mile team challenge that is both a race (for competitive runners) and a jogging/walking event. **Participants will be issued a bib with a timing chip!** Regardless of ability, everyone who participates has a great time! Union’s Team Captain is Eric Noll (nolle@union.edu, x. 6666). Go **“Team Union College!”** To take part, there is a \$16 Registration Fee (**after \$8 Wellness Program Supplement**).**

For your \$16 registration fee, you will receive:

- **Union shuttle bus service to and from the event**
- **Union College team t-shirt**
- **CDPHP workforce team challenge t-shirt**
- **Opportunity to participate in a Wellness Program sponsored healthy activity**
- **Opportunity to enjoy the camaraderie of your Union College co-workers**
- **Post-race refreshments and celebration**

To register, please go to: <http://www.cdphpwtc.com/runwalk.htm>. The participation fee is \$16 payable through the registration website. Please register no later than Friday, ***April 28, 2017***. For complete information on the event, including course map, parking instructions and frequently asked questions, please go to: <http://www.cdphpwtc.com/>. ***For safety reasons, no children, baby strollers/joggers, non-service dogs or pets will be allowed on the race course. Also, only employees of Union may participate on our team.*** If you need further assistance or have questions, please stop by Human Resources.

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>).

Warmer Days are Ahead! 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. You can also check out wellness and health options with CDPHP by clicking on <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. See days and times listed. To schedule an appointment call John at [518-579-9325](tel:518-579-9325) or email at JSaccocio@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 Basement Conference Room**
- **Friday’s from 10:30 am – 12:30 pm **NEW LOCATION - 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
- 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 for your health care related. 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 FSASTore.com, please [click here](#) or to shop the online store, click <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 –offers a full range of auto, home, renters and other insurance products. 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 coverage's 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.**

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 partners 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 email or call Phyllis Hammons at [518-393-2109 x223](tel:518-393-2109) or email her at phammons@merriaminsurance.com. Make an appointment to meet with a Merriam Insurance Personal Property representative on campus:

- **Wednesday, May 24th, from 9:00 am – 1:00 pm in Silliman Hall, 3rd Floor.** Walk-ins are welcome.

HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:

- **E4health Seminar** – May 1, 2017 12:50 – 1:50 pm Karp 105 – Mindfulness, Meditation & Relaxation (check email for sign up)
- **Prudential Pathways** – 3 part Retirement Planning Workshop – more information to follow
- **lynda.com** – A new feature has been added: “Learning Paths.” If you are interested in registering, documentation on how to do this is on ITS website (<https://its.union.edu/documentation/lynda.com>). You must have a Union email address to access the site.
- **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, and a prompt approval or denial will be provided. Requests should be submitted to Gwen Pulvirent in the HR office.

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 opt to sign up for access by clicking here [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 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*****

Performance Evaluation – **REMINDER (Evaluations are due by Friday, May 5th)**

This is a reminder that the College requires written annual performance evaluations for all staff and administrators. Completed evaluations should be returned to the respective Responsibility Center Head by Friday, May 5. The Performance Evaluation process is intended to assess relative performance for a full twelve month period. Depending on operating cycle, departments may determine the period they intend to evaluate (i.e. January to December, July to June, or September to August, etc.). Supervisors should document accomplishments, performance criteria, and goals/objectives.

- ✓ Please remember our approach is “measurement-focused” and “outcomes-centric”! A careful review of “Desired Behaviors” and personalization of “Comments” and “Goals” makes for the best evaluation.
- ✓ Please remember whenever possible, “Goals” should tie back to the employee’s job description.
- ✓ Please remember that “Exceeded Expectations” is an enviable rating and that the top “Far Exceeded Expectations” rating is to be reserved for a much smaller percentage of employees that clearly and consistently exceed the criteria

Forms are available via the Human Resources web page – <http://www.union.edu/offices/human-resources/forms/index.php>. Human Resources can also provide copies of the new forms. Copies of previous Performance Evaluations are available upon request. To Complete Performance Evaluation Forms:

- Go to HR website
- Click on “Forms” (on the side bar)
- Click on appropriate form
- Click on the "Save a copy" icon
- Click on "Save " and name it and save it
- Close form
- Reopen the saved file
- Type "test" to be sure it has saved and then close it
- Reopen the "test" - when it has saved - continue to complete
- Proof and submit to appropriate person

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 **May or June** to meet with a retirement plan representative to discuss your options.

TIAA Representative:

- **Tuesday, May 23rd, from 9:00 am to 4:00 pm - Silliman Hall, 3rd Floor.**
- **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.

Fidelity Investments Representative:

- **Thursday, May 18th, from 9:00 am to 4:00 pm - Silliman Hall, 3rd Floor.**
- **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.

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 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. *****

Final Curtain Call for tickets to see CABARET!!! Limited number of tickets left.

CABARET – May 11, 2017 @ 8 pm (Proctors Theatre)

- \$55/per ticket for “A” Seating (Main floor, Orchestra Center)
- \$45/per ticket for “B” Seating (Balcony Center)

Summer Offering at Capital REP* in Albany

MAMMA MIA – July 28, 2017 @ 8pm (Capital REP*, 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)**