

😊 HR BENEFIT & EVENT NEWS 😊

www.union.edu/HR/News

October 2017

BENEFIT NEWS:

Annual enrollment, for the Union College Flexible Benefits program, occurs annually during the month of November, with any changes effective January 1, 2018. Benefit packets will be arriving the first part of November. Take advantage of this opportunity to learn more about the benefits of employment at Union. All flex benefit enrollment and flex spending account forms must be signed and will be due into Human Resources by end of the day, Friday, December 1st.

BENEFITS FAIR 2017

When: Thursday, November 9th – 9:00 a.m. to 1:30 p.m.

Where: Old Chapel/Hale House/Everest Lounge

Who: All Faculty and Staff are Welcome!

What:

- *Enroll in or change your Medical, Dental or Vision Insurance Plans*
- *Add or remove dependents*
- *Elect to Opt-Out by declining Medical Insurance coverage and receive a cash supplement through a payroll credit*
- *Inquire about the CDPHP Life Points/ CaféWell Program*
- *Enroll in the Medical Premium Rebate Program and reduce your medical insurance premium (**current participants must re-enroll**)*
- *Adjust your coverage or enroll in Supplemental Life Insurance or Supplemental Accidental Death and Dismemberment Insurance*
- *Enroll in Supplemental Long Term Disability, Dependent Life, or Long Term Care Insurance*
- *Open a 2018 Flexible Spending Account (**current participants must re-enroll**)*
- *Enroll in the Auto, Home, Renters and Other Personal Insurance Program*
- *Change your contribution to the Retirement Plan (may be done anytime at Human Resources or through Employee Online)*
- *Meet with Service Providers*
- *Register to win prizes*

FREE FLU SHOTS AT THE BENEFITS FAIR (By Appointment only, 9 a.m. – 1 p.m. Everest Lounge)

According to the Centers for Disease Control and Prevention, if everyone got a flu shot sick days would be reduced 32 to 45 percent. Do your part and take advantage of this *free* offering, at the Benefits Fair, sponsored by the Union College Wellness Program. To schedule your appointment time please go to: [Flu Shot Sign Up](#). Some people have reported difficulties accessing the site when manually typing the URL into their browsers. For best results, please either click on the link or copy or paste the link into your browser. If you have difficulties with the website or are unable to access the site through a computer, please contact Human Resources at x. 6108 to schedule your appointment. If you cannot make it for a free flu shot at the Benefits Fair, please note that all Union College medical insurance plan participants, including family members, if appropriate for their health status, may receive a free flu shot from their primary care physician. (**Employees who are on antibiotics and women who are pregnant or nursing will need a note from their doctor before a shot can be administered*).

OPEN ENROLLMENT INFORMATIONAL SESSIONS

In addition to the Benefits Fair, Human Resources will be hosting several one-hour informational sessions to talk about the 2018 benefit plan changes and to answer your questions regarding this year's open enrollment. All employees are encouraged to attend! Sessions will be held as follows:

- Monday, November 6th, Reamer Campus Center Auditorium, 7:30 a.m.
- Monday, November 6th, West College Dining room, 2:30 p.m.
- Tuesday, November 7th, Reamer Campus Center Auditorium, 7:30 a.m.
- Tuesday, November 7th, Reamer Campus Center Auditorium, 12:50 p.m.
- Thursday, November 16th, Everest Lounge, 9:00 a.m.
- Friday, November 17th, Reamer Campus Center Auditorium, 12:50 p.m.

WageWorks Flexible Spending Account (FSA)–Register online to view your flex spending dollars, to submit expenses and/or receipts and to view your statement at <https://myspendingaccount.wageworks.com>. Under the new WageWorks login, your username and password have been deleted and you will need to either add it again or create a new one. Make use of your FSA dollars for your health care related expenses. 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 information on how to use FSAstore.com, please [click here](#) or shop the online store at <https://fsastore.com/>.

****Remember, if you have a 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.****

ADDITIONAL HOLIDAY ANNOUNCED FOR 2018! December 24th has been added as an additional holiday for 2018. Unless otherwise noted and with the exception of certain essential services employees, the College will be closed December 24th (Christmas Eve).

WELLNESS:

LifePoints–Turn LifePoints into Money. If you have medical insurance through Union College 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 PHA will unlock options to earn points for other activities. The more you do, the more points you can earn. If you have questions, please contact CDPHP at 518-641-3100. The deadline for completing the PHA is November 30th, 2017 and the deadline for redeeming earned points is December 31st, 2017.

Life Points® program is integrated with CaféWell®, an interactive health and wellness website. CaféWell, allows you access to exciting new programs! Café Well also allows you better visibility into the activities and engagement programs that are focused on health and wellness, while providing the opportunity to earn Life Points.

Here’s what you need to know:

- To register, go to www.cdphp.com/register and enter your user ID # from your CDPHP member ID card and choose a password.
- Look for the Life Points logo to log in and register with CaféWell. You’ll only need to log in to complete the registration process once.
- Learn how to navigate the CaféWell website, add programs, view your active itinerary, and more, by selecting **Menu → Resources → Welcome to CaféWell.**

Additional information about LifePoints is available on the Human Resources website under Health and Wellness (<https://www.union.edu/offices/human-resources/documents/policies/life-points-new-member-experience.pdf>)

Get Healthy/Stay Healthy! Get out and enjoy the wonderful autumn weather. Union continuously 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 year round. For more information on a “Healthy U”, click [UBFit](#). 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.

Success Coach – On October 13th, John Saccocio retired as our Success Coach. John was a wonderful advocate for Union College and our employees. We thank John and wish him the very best. On October 13th, Tahnya Brown joined us as our new Success Coach. **Tahnya Brown is on campus weekly. Days and times are listed below.** To schedule an appointment, call Tahnya at 518-709-8575 or email at tbrown@SchenectadyWorks.com:

- **Mondays 8:00 a.m. – 10:00 a.m., Wicker Wellness Center (1st Floor)**
- **Wednesdays 1:00 p.m. – 3:00 p.m., Feigenbaum Basement Conference Room ***
- **Fridays 10:30 a.m. – 12:30 p.m., Silliman Hall room 303 ***

*(*Please note that these meetings may be scheduled on a floor without elevator access. If this presents a problem or 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**

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 coverage and first class service. If you would like to see how Liberty Mutual compares to your current insurance programs, or to make an appointment to meet with a Liberty Mutual Personal Property representative on campus, call Peter Flood at 518-390-7435 or email him at peter.flood@libertymutual.com. Peter's next campus visit is scheduled for:

- **Wednesday, November 15th, 11:00 a.m. to 1:00 p.m. – McKean House, 3rd Floor**

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

*(*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.*)*

Merriam Insurance – Merriam is your local independent insurance agency, with access to over 90 different insurance companies to find the best home, car, or business insurance policy for you. They are proud of serving Union employees for over 20 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 email or call James Dick at Merriam Insurance at 518-393-2109 x219 or email James at jdick@merriaminsurance.com.

HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:

NEW Training Calendar - It is with great excitement that we share our new "**Professional/Personal Training & Development Calendar**". As Human Resources offers and supports so many different programs, we have created a calendar to make planning much easier. The calendar will be accessible on the HR website and will be updated as new programs are added. If you do not have email access, please ask your supervisor to print a hard copy. The calendar cycles will be September through December, January through June and then July through August. To access click [Training Calendar](#).

lynda.com – Learn a new skill, online, on your time through “Learning Paths.” Limitless learning and possibilities. Learning can happen anywhere with our apps on your computer, mobile device, and TV, featuring enhanced navigation and faster streaming for anytime learning. You must have a Union email address to access the site. If you are interested in registering, documentation on how to do this is on ITS website <https://its.union.edu/documentation/lynda.com>.

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.

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 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**
- **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)*****

BJ's Wholesale Club Membership Sign-up is available from October 25th through November 8th, in Human Resources. By signing up, you receive a 13-month membership and 2 cards for just \$37.80. Applications are available in pdf format or in paper form upon request by contacting HR at x.6666. This offer is not available at BJ's Club locations. Current BJ's wholesale club members, please have your membership number available.

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 to meet with a retirement plan representative to discuss your options.

Fidelity Investments Representative:

- **Thursday, November 9th, 2:00 p.m. to 4:00 p.m. – Silliman Hall, 3rd Floor.**

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

TIAA Representative:

- **Wednesday, November 15th, 9:00 a.m. to 4:00 p.m. - 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 these meetings are 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 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. *******
(All seating for all shows is on the main floor)

The 2018 Proctors Season:

Winter 2018:

LES MISERABLES – February 22, 2018, 8 p.m.

- \$55 per ticket

Spring 2018:

THE KING & I – May 4, 2018, 8 p.m.

- \$50 per ticket