

😊 HR BENEFIT & EVENT NEWS 😊

www.union.edu/HR/News

August 2017

WELLNESS:

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, please contact CDPHP at 518-641-3100.

LifePoints has received an upgrade. Beginning July 21, 2017, Life Points® program became a part of CaféWell®, an interactive health and wellness website. With CaféWell, you will get a unique experience while still earning valuable Life Points. What's more, you will have access to exciting new programs available only through CaféWell! The new experience in CaféWell will allow 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 and choose a password.
- Look for the Life Points logo to log in or register with CaféWell. You'll only need to log in or 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**.

Things that are changing:

- You will have a more engaging Life Points experience via CaféWell, an interactive health and wellness website.
- Improved accessibility, management and tracking of engagement programs with the new CaféWell Home page.
- Improved visibility of activities, points and redemptions with the new Rewards Dashboard.

Things that are NOT changing:

- Access to the Life Points system through CDPHP member portal.
- Registration process for CaféWell. You may need to register or log into CaféWell if it is your first time accessing the site. This only needs to be done once.
- Activities and point values are not changing.
- All points earned and activities completed prior to the enhancement will not be impacted and will appear in your account on the new Rewards Dashboard.
- You will have access to all earned points until December 31st, or if you leave CDPHP, until your date of termination.

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! Warmer Days are almost behind us. Get out and enjoy the weather while you can. 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](#) for the college. 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:

ADP Changes – As you may or may not be aware, WageWorks, Inc. acquired ADP, LLC's Consumer Health and Spending Accounts (CHSA). **ADP is now “Spending Accounts by WageWorks!”**

WageWorks Impact: In August, WageWorks will change the bank account that reimburses you for eligible healthcare expenses. Effective August 21, 2017, you will receive reimbursement checks from WageWorks rather than ADP. As a result, there will be a **brief freeze of claims payments from August 14-18**. During this time, you may continue to submit claims, but **payments will not be issued until August, 21, 2017**. Card transactions will not be impacted during this period, and you may continue to use your debit cards as usual.

You should consider the following actions to minimize inconvenience:

- Cash existing checks prior to the void/reissue deadlines
- Select direct deposit as the preferred payment option
- Submit any claims prior to the payment freeze if they require reimbursement prior to August 21.

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:

- **Monday's 8:00 am – 10:00 am, Wicker Wellness Center (1st Floor)**
- **Wednesday's 1:00 pm – 3:00 pm, Feigenbaum Basement Conference Room ***
- **Friday's 10:30 am – 12:30 pm, 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**

Flexible Spending Account (FSA)—Register online to view your flex spending dollars, to submit expenses and/or receipts and to view your statement at [myspendingaccount](#). 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 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 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.****

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 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. Make an appointment to meet with a Liberty Mutual Personal Property representative on campus:

- **Fall dates are coming.** Look for them in the September Event News

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 to take advantage of all the discounts that you are eligible to receive. Based in Schenectady, Merriam partners with over 90 insurance companies, and since 1895, has made 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](tel:518-393-2109) x223 or email her at phammons@merriaminsurance.com. Make an appointment to meet with a Merriam Insurance Personal Property representative on campus:

- **Fall dates are coming.** Look for them in the September Event News

HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:

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 – 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.

Fidelity Live Webcast – “Role Reversal: Taking Care of Aging Loved Ones.” Monday, August 15th, 1:00 pm – 2:00 pm, Everest Lounge (No RSVP Needed). Caring for an aging loved one can impact both your lifestyle and finances. But whether you’re in the planning stage, or right in the thick of things, it’s never too late to organize your approach. The webcast will cover:

- **How to identify what your parents want and different ways to start or continue the conversation**
- **4 key actions to take, plus the right documents, to protect loved ones**
- **Protecting your own financial picture along the way**

Workshop – “Dealing with Difficult People” Thursday, August 24th, 8:30 am – 12:30 pm, Old Chapel. Nationally recognized presenter and trainer Tracy Knofla, of High Impact Training, will present this fun, high energy, and interactive half day workshop!

This workshop will help:

- **Identify likely situations where you will encounter difficult people due to the nature of your job**
- **Understand some of the common reasons why people become “difficult”**
- **Discern the root of the problem for each difficult situation you encounter**
- **Use various communication techniques to be successful in difficult situations**

*(*Please note that this meeting 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.*)*

This is an excellent opportunity to energize ourselves for a new academic year! **Space is limited** and will be filled on a first come, first served basis. Check your email to register or call HR at 388-6108 (**Beverages to be provided.**)

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 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)*****

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

TIAA Representative:

- **Wednesday, September 20th, 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:

- **Tuesday, September 12th, 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 or 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 2017-2018 Proctors Season begins in September for the following shows:

Fall 2017:

THE COLOR PURPLE – October 13, 2017, 8 pm

- \$55 per ticket

Winter 2018:

LES MISERABLES – February 22, 2018, 8 pm

- \$55 per ticket

Spring 2018:

THE KING & I – May 4, 2018, 8 pm

- \$50 per ticket