

😊 HR BENEFIT & EVENT NEWS 😊

www.union.edu/HR/News

January/February 2017

BENEFIT NEWS:

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 follow 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>).

CDPHP GroupWise Alert – Keeping Members at the Center of Care, CDPHP® has launched a consumer awareness campaign to educate members and the community on Enhanced Primary Care (EPC). This award-winning program empowers doctors to spend more time with their Patients, to communicate with patients electronically and offers patients easier appointment access.

To learn more about EPC, you can [view our new videos](#) showcasing how the program has improved patient care from the perspectives of physicians doing the work. You can search for an EPC physician by visiting [Find-A-Doc](#) and limiting your search to EPC providers.

New CDPHP Materials – Located on the HR Website, click [CDPHP Information](#).

- Rights and Responsibility Statement
- Coordination of Care
- Prescription Drug Coverage Information
- List of Urgent Care Facilities
- Find a Doc

CDPHP Workforce Team Challenge – Mark your calendars, tell your co-workers and be on the lookout for more information to come for this year's "Workforce Team Challenge" taking place on Thursday, May 18, 2017. Go "**Team Union College!**"

Flexible Spending Account (FSA) Store – Make great use of your FSA dollars by taking an internet ride to your nearest FSA store and let the shopping begin. The one stop source for all things FSA with the largest inventory of FSA eligible products and services, competitive pricing, quick turnaround and a website you can trust. To shop, 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/>

A Healthy U! 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 you, click [UBFit](#) for Union College's U B Fit page. You can also check out wellness treatment and health options with CDPHP by clicking on <https://www.cdphp.com/members/wellness-treatment>.

Personal Property Insurance -Liberty Mutual – Liberty Mutual offers a full range of auto, home, renters and other insurance products. Union College employees save money on their auto, home and renters insurance and qualify for a special group discount through Liberty Mutual. Enjoy convenient payment plans, including automatic payroll deduction, with no down payment, round the clock claims service and personalized 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 Peter on campus on:

- **Wednesday, February 1st, from 11 am to 1 pm in McKean House.**

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

- Existing Liberty Mutual policies can be converted to Group Savings
- There is no obligation.

Liberty Mutual is committed to providing you with comprehensive coverage's and first class service.

Employee Online (EO) is a system designed to make much of your human resources and payroll information available to you online, and is available to Union employees with a Union College email account. If you do not have a Union email address, you can optionally 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 the following:

- **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 year 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 when possible and makes your personal employee information more readily available to you. 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 for a BJ's Wholesale Club membership from January 24th through February 10th 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 6666. This offer is not available at BJ's Club locations. Current BJ's members, please have your membership number available.

WELLNESS:

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.

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.

TIAA Representative:

- **Tuesday, February 21st, 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:

- **Tuesday, February 7th, 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.

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**

SUCCESS COACH:

Union College's Success Coach **John Saccocio** is on campus weekly. See days and times listed. To schedule an appointment with John for a day and time listed below, call him at 581-579-9325 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 in McKean House Conference Room**

DISCOUNTED TICKET OFFERS:

Tickets for great events, theatre, travel, movies and many more are 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. ******

CABARET – May 11, 2017 @ 8 pm

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

HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:

- **Performance Evaluation Training** - Review sessions to be announced soon.
- **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 to access.

EMPLOYEE TRAINING SCHOLARSHIP PROGRAM:

An employee 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.