

# 😊 HR BENEFIT & EVENT NEWS 😊

[www.union.edu/HR/News](http://www.union.edu/HR/News)

March 2017

## **BENEFIT NEWS:**

**Flexible Spending Account (FSA) Countdown – March 15<sup>th</sup> is the deadline to “Use it or lose it” when it comes to your 2016 flex spending account dollars.** Make use of your FSA dollars for your health care related expenses or shopping the FSA online store. To shop online, 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/>. For last minute items, go to [FSA Eligible Items](#) to order what you need. **\*\*March 31<sup>st</sup> is the last day to submit all health related receipts for your flex spending claims either by scanning them and uploading them in your account or by regular mail. All mailed receipts must be postmarked by March 31<sup>st</sup>.\*\***

## **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.

**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 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>.

**CDPHP Workforce Team Challenge “Join Union’s team today!”** – Mark your calendars and tell your co-workers to come be a part of this year’s “Workforce Team Challenge” taking place on Thursday, **May 18, 2017**, at Empire State Plaza. Each year thousands of employees representing companies, colleges and non-profits gather at the Empire State Plaza for this 3.5 mile team race. RPI, St. Rose, Siena, SUNY Albany and even Skidmore have all been well represented at previous events. This event is both a race (for competitive runners) and a jogging/walking event. **Participants are 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](mailto:nolle@union.edu), x. 6666). Go **“Team Union College!”** 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**. If you need further assistance or have questions, please stop by Human Resources.

**T-Shirt Design contest** – Designs are also needed for the team t-shirt design contest. Suggested designs should be single color, incorporating both the event logo and Union’s logo (logos available at: <http://www.union.edu/offices/human-resources/u-b-fit/>, and can be a combination of front and back. The person submitting the selected design will have their \$16 registration fee waived. Entries must be submitted to Human Resources by Thursday, **April 27, 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.**

**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 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 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 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 when possible and makes your personal employee information more readily available to you. 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\*\*\***

**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](http://www.union.edu/offices/human-resources/_documents/policies/life-points-member-guide.pdf)).

#### **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, March 28<sup>th</sup>, from 9:00 am to 4:00 pm - Silliman Hall, 3<sup>rd</sup> Floor.**

To schedule an appointment with the TIAA Representative, login into your account at [www.tiaa.org/union](http://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:

- **Wednesday, March 29<sup>th</sup>, from 9:00 am to 4:00 pm - Silliman Hall, 3<sup>rd</sup> Floor.**

To schedule an appointment with the Fidelity Representative, go to [www.netbenefits.com/union](http://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](http://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](mailto: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**

### **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](http://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)

**Proctors and Capital REP\* 2017-2018 Season Group Shows Survey** – The Survey will be sent out this week. We will be offering several shows this season. Once you receive the survey, please complete it by selecting your favorite choice(s) for the season. Your opinion matters and shows will be chosen based on the responses.

### **HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:**

- **Performance Evaluation Training** - Review sessions to be announced soon.
- **Google Training** – March 21<sup>st</sup> – ½ day training. Sign up information to be released 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 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.