

# 😊 HR BENEFIT & EVENT NEWS 😊

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

September 2017

## WELLNESS:

**LifePoints–Turn LifePoints into Money.** 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 questions, please contact CDPHP at 518-641-3100.

Life Points® program is 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](http://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 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.**

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!** 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](#). 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:

**Retiree – Health Plan Changes.** On **Tuesday, September, 19<sup>th</sup>**, Human Resources and representatives from Mercer Marketplace 365 will be presenting information regarding the upcoming changes to the retiree health plan (effective January 1, 2018):

- **Tuesday, September 19<sup>th</sup>**
  - **10:00 am – 11:30 am, Reamer Campus Center Auditorium**
  - **3:00 pm – 4:30 pm, Reamer Campus Center Auditorium**

**ADP is now “Spending Accounts by WageWorks!”** – WageWorks, Inc. acquired ADP, LLC’s Consumer Health and Spending Accounts (CHSA). In August, WageWorks changed the bank account that reimburses you for eligible healthcare expenses. You will now receive reimbursement checks from WageWorks rather than ADP.

**WageWorks** previously communicated that outstanding CHSA participant checks would be voided and reissued in August. After further consideration, WageWorks has extended this period, which allows participants more time to deposit or cash their existing checks. **Participants must cash/deposit all outstanding ADP checks by September 27, 2017.** Any outstanding ADP checks will be voided on October 1, 2017, and reissued through WageWorks on or around October 5, 2017.

**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.\****

**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](mailto:JSaccocio@SchenectadyWorks.com):

- **Monday’s 8:00 am – 10:00 am, Wicker Wellness Center (1<sup>st</sup> 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](http://www.HelloE4.com)
- Username: **union college**
- Password: **guest**

**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, or to make an appointment to meet with a Liberty Mutual Personal Property representative on campus, either call Peter Flood at 518-390-7435 or email him at [peter.flood@libertymutual.com](mailto:peter.flood@libertymutual.com).

- **Wednesday, September 27<sup>th</sup>, 11:00 am to 1:00 pm – McKean House, 3<sup>rd</sup> Floor**

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

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**Merriam Insurance – Broken Water or Sewer Line equals A Bad Surprise.** A buried water or sewage pipe is not something you want broken on your property. It is a surprise you do not want to experience, and it is almost a certainty that it will occur at an inconvenient time. The section of these pipes that connect your house to the water or sewer main is your responsibility. If and when they fail, you the homeowner must pay to have them fixed. The expenses for such a project can easily cost \$3,000–\$5,000. Do your best to minimize the chance of breakage. Be careful when driving your car on your lawn, or when digging up your yard, especially when using machinery. Also, pay particular attention to large trees as their roots can be trouble for water and sewer pipes. One of Merriam’s insurance companies offers coverage for these underground pipes, and for an annual cost of only \$35 you can have protection against this problem. Remember that 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. We 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](tel:518-393-2109) x219 or email James at [jdick@merriaminsurance.com](mailto:jdick@merriaminsurance.com).

- **Wednesday, October 11<sup>th</sup>, 11:00 am to 1:00 pm – McKean House, 3<sup>rd</sup> Floor**

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**HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:**

**lynda.com** – Learn a new skill, online, on your time through “Learning Paths.” Limitless learning, limitless 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](http://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)\*\*\***

**Defensive Driving course** is being offered Saturday, September 23<sup>rd</sup>, 10:00 am – 4:30 pm, Karp 105. This is a six hour course taught by **an instructor from the National Traffic Safety Institute**. Employees who drive a campus vehicle, as part of their job, can attend the program at no cost and are especially encouraged to attend; all other employees can participate at the substantially discounted rate of \$11.00 (Courtesy of the Wellness Program). Non employees may participate at a cost of \$22.00. To receive a completed course certificate and qualify for a discount on auto insurance, participants must attend for the entire 6 hours. **Please RSVP to Shirley Agosta at [agostas@union.edu](mailto:agostas@union.edu) or ext. 6666.** (Class size is limited.)

**Payment for the cost of your participation is due prior to the course date. Cash or check made payable to Union College is acceptable.**

#### **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 20<sup>th</sup>, 9:00 am to 4:00 pm - Silliman Hall, 3<sup>rd</sup> Floor.**
- **Wednesday, October 4<sup>th</sup>, 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.

(\*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, October 17<sup>th</sup>, 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.

(\*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](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. \*\*\*\*\* (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 – Get your tickets today!!!!**

- **\$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**