**The purpose of HR Intercom is to reinforce the partnership of the Office of Human Resources with all University departments by keeping the University community informed of HR policies, programs, issues, and points of interest.**

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**United Way — Inspiring Hope for a Better Tomorrow**

It's been a little over a week since the official Kickoff of the University's United Way Campaign and while generous donors have started us on our way, your participation is still greatly needed. Watch the goal thermometer rise and see how your department is doing. Help our community members thrive, not just survive, by giving today. The process is easy and offers several options. No amount is too small and by working together we can make a big difference in the lives of those around us. Read more about inspiring hope for a better tomorrow.

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**Deadline Extended for Diversity Engagement Survey**

The deadline for completion of the confidential University-wide Diversity Engagement Survey has been extended to March 23. To complete the survey, go to the Diversity website for details. It only takes 10-15 minutes and your opinion is important as we assess the inclusiveness of our environment and define areas of strengths and opportunities for change.

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**Additional Work & Additional Compensation**

The University is committed to ensuring ongoing compliance with labor laws. The payment of extra compensation either through Additional Work for work performed by hourly paid staff or Additional Pay for professional, administrative, & supervisory (PAS) salaried staff should be consistent with University policy. For more information on this subject please see Policy #211 and the attached for highlights on appropriate application of Additional Compensation for salaried staff.

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**Employment Verification — The Work Number®**

Buying a home or car? Applying for a loan? Leasing an apartment? Chances are you will need proof of employment or income. Obtain secure income and employment verification via the Web or telephone by using our partner, the Work Number® service, where you control the process of authorizing access of others to your employment information. More information, FAQs, and forms are available on the HR website.

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**Travel Time Payment for Nonexempt (Hourly Paid) Staff**

On occasion, nonexempt staff must travel for work purposes. When this occurs, be sure to follow applicable labor laws for compensating staff. Click here for details.

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**Reminder**

When a current faculty or staff member of your department passes away, please immediately notify the Benefits Office at x5-2087 and send a Personnel Action Form (PAF) to HR Administrative Services, Box 278955. Refer to Policy 119, Death of a Faculty or Staff Member, for additional actions that may be necessary.
HR Staff Announcements

**Terra Buttram** (Benefits--Retirement) was hired effective March 7 as a Human Resource Representative.

**Nancy Shepard** (University HR at MC) celebrated 35 years of UR service on March 9.

Congratulations!

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**Benefit Highlights**

**TIAA-CREF Is Now TIAA**

TIAA-CREF has shortened its name to TIAA as part of a campaign geared toward emphasizing simplicity, clarity and engagement. In addition to the new name, TIAA has a new logo and a redesigned web experience. Visit the new [TIAA.org](http://TIAA.org) for helpful tools to make saving and investing simpler.

**Financial Health Bite Seminar — Understanding Consumer Credit**

The Benefits Office invites you to an informational seminar on Tuesday, **March 22**, to learn more about what constitutes good credit and gain a better understanding of your FICO score. Additionally, learn how to pull your credit report annually at no cost and how to correct any errors you may find. Conducted by a representative from M&T Bank, this seminar will be held from noon to 1:00 p.m. in College Town, 44 Celebration Drive (2nd floor, Room 2007AB). Guests and lunches are welcome. [Registration](#) is required.

**Upcoming Seminars on Long-Term Care**

Legacy Services is coming back onsite to conduct two educational seminars on **March 31** in the Class of 62 Auditorium (Med. Center) in which you and your spouse/partner are invited to participate. Plan to attend either or both the Introductory Concepts seminar from 11:00 a.m. to noon or the Advanced Concepts from 12:30 p.m. to 1:30 p.m. The seminars will be recorded and posted to our [Long-Term Care website](#) for those who are unable to attend. Please RSVP to Legacy by **March 30**, at 1-800-230-3398, ext. 101, or custsvc@4groupltci.com.

**New Financial Lender Joins Home Ownership Program**

Genesee Regional Bank (GRB) joins Advantage Federal Credit Union, Canandaigua National Bank & Trust, Chase, and M&T Bank, all financial institutions available to work with University employees interested in the University Home Ownership Incentive Program. Visit the [Home Ownership website](#) for more information.

**Tax-Advantage Accounts (FSA/HSA) Tips and Reminders**

Tax-Advantage accounts offer you a great way to save on eligible health care expenses. Check out the [Latest Benefits News website](#) for a few reminders regarding the respective tax deadlines that are quickly approaching! Also, you will find some helpful tips relating to FSA and HSA online member tools.

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**Health and Wellness**

**Well-U March Events Calendar**

The Well-U calendar lists programs and activities for the month of March. The focus this month is on National Nutrition Month. View a [printable version](#), or customize your calendar view on the [Well-U website](#). For Health and Wellness articles and events, click [here](#).

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**Contacting HR Intercom:** *HR Intercom is distributed through @ Rochester on a ten-month basis: January through July and September through November. If you have comments or questions about HR Intercom, please contact: gina.radlo@rochester.edu*