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.

**Spotlight**

**Total Rewards Statement Now Available in HRMS**

Your compensation as a University of Rochester employee goes beyond just your salary. The University is proud to offer a comprehensive total rewards package, including a benefits program that contributes not only to your present, but also to your future through wellness opportunities, retirement contributions, tuition assistance, and more.

Your annual Total Rewards Statement provides you with a personalized snapshot of your overall compensation as of December 31, 2018, highlighting the additional forms of compensation that you’re receiving besides the money that you see in your paychecks each month. Log on to HRMS and click on the link for your Total Rewards Statement to view your total compensation from 2018.

If an employee travels away from home overnight but the time does not cut across the employee’s regular work hours, there is no need to pay him or her unless the employee is performing duties (e.g., preparing presentation materials on the airplane). However, time spent traveling during regular work hours, including weekends, must be counted as work time and is compensable.

Salaried staff members are unaffected when traveling for work purposes.

For questions, contact your HR Business Partner.

**Manager’s Tip**

**PFL Codes in Time and Labor**

It is important to remember that the Paid Family Leave (PFL) benefit is paid to the employee by the carrier and not through the HRMS system. As a result the PFI code in HRMS is necessary to ensure the UR payment is turned off and an overpayment does not occur. When your employee calls in for a PFL reason the manager/timekeeper should enter the PFI code even if the approval has not yet been received by the carrier to avoid an overpayment. More information can be found on the Leave Administration website.

**Learning & Development**

**Performance Goals Training Sessions**

An important part of the Performance Evaluation process is writing performance goals. It has been found that writing goals that are specific and challenging can lead to better performance. To assist with this process, the Office of Human Resources is hosting MyPath: Performance Goals Training sessions to assist employees with hands-on application of creating and managing goals. Sessions will be held on River Campus in Gavett Hall in February. Registration is available in MyPath.
Performance Evaluations

The performance review cycle will kick off for River Campus and non-Medical Center employees on March 1. If you have additional questions about the 2019 Performance Review process, please contact your HR Business Partner.

Diversity and Inclusion

The Importance of Executive Champions

Originally known as Affinity Groups, the new University Resource Groups are full partners in business that help address real problems and provide credible solutions. Each URG has an Executive Champion. Executive Champions (EC) bring direct access to the University’s most senior management. The EC role includes being an advocate for the URG – gaining access to people and funding. They reinforce with other senior leaders the value URGs bring to the University, and how they align with the commitment to diversity, equity, and inclusion, the overall business strategic plan and the vision and values statement. If you are interested in participating as an Executive Champion, please contact Janice Holland at janice.holland@rochester.edu for additional information. Learn more about URGs here.

Total Rewards

America Saves Week: February 25 - March 2

Save money, reduce debt, and build wealth. Use this week as an opportunity to either start or increase your savings to the University’s Retirement Program. To enroll online, click the link on the HRMS homepage or go to tiaa.org/Rochester. You may also enroll by phone at 1-800-410-6497. The commitments you make during this week can provide you with the foundation for a strong financial future.

Manage It Online

An online account for your health care, FSA and/or HSA is a great resource for managing your accounts throughout the year; view billing information, keep an eye on your deductible, track contributions and reimbursements (HSA and FSA), and much more. Becoming familiar with your vendor’s website and your online account is one of many ways to make sure you are getting the most out of your University of Rochester health care plan and spending accounts. Where should you go to get started?

- Health Care - register with Aetna or Excellus
- Aetna members - register for an FSA or HSA online account with Payflex
- Excellus members - register for an FSA online account with Lifetime Benefit Solutions and with HSA Bank for an HSA online account
- If you waived health care coverage but have an FSA through the University, register for an online account with Lifetime Benefit Solutions

Upcoming Events

(Click links to register)

Five to Thrive:
Thurs., February 21, 12:00 - 12:45 p.m.
Rochester Tech Park
Join Well-U’s lifestyle management experts Jennifer Lee, CPT and Jill Chodak to learn how preventative changes can reduce your risk of disease and discover the five key changes you can make to live a longer and healthier life.

What You Didn’t Know About Acupuncture:
Thurs., February 28, 12:00 - 12:45 p.m.
Helen Wood Hall
Acupuncture, a form of Chinese medicine that has been practiced for centuries, can provide a broad scope of benefits such as treating acute and chronic pain, improving slow or inflexible muscles, correcting range of motion deficiencies, etc. Join Amanda Balseca, a licensed acupuncturist with the URMC Department of Orthopaedics, to learn more about this ancient healing method and the variety of its benefits.

Financial Health Bite Seminar – Strategies for a Healthier Financial Picture:
Wed., March 13, 12:00 - 1:00 p.m.
Natapow Conference Room, Medical Center
The Office of Total Rewards invites you to attend an informational seminar to learn about managing your debt. During the seminar, a representative from Consumer Credit Counseling Services (CCCS) will discuss successful debt-repayment strategies, effective negotiation techniques, efficient cash-flow management, and more. Guests and lunches are welcome. Registration is required.
Health Tip:  
Let’s Have a Heart-to-Heart about Nutrition

Whether you’ve been diagnosed by your doctor, or your numbers are higher than normal, lowering your blood pressure or cholesterol can go a long way to reduce your risk of cardiovascular disease, heart attack, and stroke. Consider these lifestyle tips to help you eat your way to better heart health:

- **Heart beets!** Antioxidants found in red and purple fruits and vegetables like berries, plums, grapes, pomegranates, and beets have been shown to improve blood pressure and overall blood vessel health. Aim to fill half of your plate with fruits and vegetables at every meal—and choose fresh or frozen whenever possible.

- **Fill up!** To feel full longer and improve your cardiovascular health, embrace healthy fats and fiber! Some fats, like the monounsaturated and polyunsaturated fats found in plant-based oils, avocados, peanut butter, and salmon, are shown to lower blood cholesterol levels. Eating more fiber—especially soluble fiber like that in oats, nuts, and beans—can also help lower blood cholesterol.

- **Go nuts!** Research shows that the potassium, magnesium, and fiber found in tree nuts such as pistachios, almonds, walnuts, and hazelnuts can contribute to lower blood pressure and improved overall cardiovascular health.

- **Ask us!** If you have high blood pressure or cholesterol, or have questions about your diet, knowing what steps to take can be overwhelming. Luckily, our [lifestyle management](#) experts are here to provide you with the information you need to start making more heart-healthy choices and the support you need to stay motivated. For questions, or to schedule an appointment with one of our registered dietitians, [contact the lifestyle management team](#).

This tip is brought to you by the lifestyle management team, offering programs to eligible individuals looking to improve nutrition, manage high cholesterol or blood pressure, lose weight, reduce stress, become more physically active, or stop smoking. Lifestyle management programs are available as part of Well-U.

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