



HR Intercom

February 2012

University of Rochester
Office of Human Resources

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.

Performance Management Reminder

Departments should be preparing performance evaluations and assessments over the next several months. University [Policy #194](#) on Performance Evaluation articulates additional information about the timing and purpose of annual performance assessments, end-of-probationary or six-month reviews, and other types of reviews. For more information on this topic, please see <http://www.rochester.edu/working/hr/hri/PerfMgmt.pdf>.

Hourly Time and Attendance Records

The University is required to maintain strict rules about recording the time worked by its hourly employees as noted in [Policy 413](#). Are you accurately recording your time? Click [here](#) to learn more.

Did You Know?

Each month Strong Staffing selects a "Temporary Employee of the Month" based on outstanding performance reviews provided by our customers. The Employee of the Month receives a surprise visit from the Strong Staffing team and is presented with a certificate, cake, and complimentary movie tickets. If you wish to nominate a Strong Staffer for this award, please contact one of our Recruiters: [Betty Chinappi](#), [Dina Hennen](#), or [Cynthia Gavin](#).



February Is Black, African-American History Month

Since 1976, Black History Month has been observed in the United States, with each U.S. president issuing a proclamation setting aside a month to specifically recognize the contributions of Black and African-Americans throughout U.S. history. Check the University of Rochester [Diversity Website](#) which highlights activities, presentations, and lectures occurring this month.

Have a Question Regarding HRMS?

HRMS User Group sessions are held monthly to gain your feedback, answer your questions, and demonstrate new HRMS features. All HRMS users are welcome to attend and no registration is needed. Next sessions are February 22 on the River Campus in Gleason 119 from 10:00 a.m. – 11:00 a.m. and March 14 in the Medical Center in Adolph 1-7619 from 9:00 a.m. – 10:00 a.m.

2012 United Way Campaign Kicks Off Soon

Help **Make Change** in our community. Donate to the United Way campaign at www.rochester.edu/unitedway and click on **Make a Pledge**. Pledge by February 29 and you could win a NOOK Tablet! You can also join us for the kickoff breakfast on February 29. Call 224-2871 for more info or to rsvp.



Reminder

When a current staff member of your department passes away, please immediately send a Personnel Action Form (PAF) to the HR Service Center at Box 278955 so appropriate notifications and recognitions can be made.



Benefit Highlights

Flexible Spending Accounts (FSA) – Use It So You Do Not Lose It!

It's not too late to make claims for your 2011 FSA. With the deadline of April 30, 2012, you have plenty of time to submit claims to Aetna or EBS-RMSCO for expenses incurred during 2011. A downloadable claim form is available on the [Benefits Office Website](#).



Important Retirement Program Changes Start This Spring

Managing your University retirement contributions will soon be easier than ever thanks to a convenient online recordkeeping platform, a new streamlined menu of funds, and quick tools to help you make smarter investment decisions. While the fundamental design of our plan remains the same, you'll want to watch your home mailbox for a more detailed preview (and timeline) of the coming transition, including steps you'll need to take starting in April. Click [here](#) for a brief highlight of coming changes.

America Saves Week is February 19-26

America Saves Week is a national promotional effort to help people decrease debt, save money, and build wealth. Use this opportunity to either start or increase your savings to the University's Retirement Program. To enroll, go to Retirement Program Self-Service online through [HRMS](#) or call 1-800-410-6497.

TurboTax® Discount

Fidelity, T. Rowe Price, and Vanguard are offering a discount (between 25% - 35%) on most TurboTax® OnlineSM federal, state, and Desktop download products for preparing a tax return. To take advantage of the discount, log in to your account at the appropriate website: Fidelity (www.fidelity.com), T. Rowe Price (www.rps.troweprice.com), or Vanguard (www.vanguard.com).

Thank You 2011 Wellness Champions!

At a celebration breakfast on January 24 all Well-U Champions were thanked for their 2011 hard work and dedication. Representing a wide spectrum of UR employees, Well-U Champions serve as liaisons between Well-U and University Departments and play an important role in encouraging co-workers to participate in upcoming wellness events and programs. We look forward to a healthy 2012!



Join the Heart Walk

The Well-U department invites faculty and staff to join the fight against heart disease and stroke by participating in the American Heart Association Heart Walk on Saturday, April 28, at the Blue Cross Arena. Folks interested in walking during this event can contact [Debra Becker](#) for additional information.



Foodlink Donation a Success!

Thank you to everyone who donated to the Well-U Foodlink donation drive. Foodlink relies on people like you to help feed approximately 150,000 individuals each year. During the 2011 holiday season 825 pounds of nonperishable food were collected. Thank You!



HEALTH TIP*:

A Recipe for Staying Active

Proper diet and exercise are the mainstays for a healthy lifestyle. The “recipe” for gradual weight loss and good health includes developing healthy eating habits and increasing daily physical activity.

Here are a few tips for starting and staying active:

- Start out slowly and gradually build up activity over a period of months.
- Try to accumulate 30 minutes or more of moderate-intensity cardiovascular activity each day. You can do all 30 minutes together or in short bouts of 10 minutes at a time.
- Incorporate physical activity into your day (walk to the office or store, take the stairs instead of the elevator, walk or jog at lunch time, etc.)
- Choose activities you enjoy, find satisfying, and that give you a feeling of accomplishment. Success leads to increased motivation to be physically active.
- Make it easy to be active. Choose activities that are readily accessible (right outside your door) like gardening, walking, or jogging.

This tip is brought to you by the **URMC Healthy Living Center**. We can help you lose weight, avoid diabetes, control high cholesterol, stop smoking and reduce stress. And ***help is free** for eligible UR employees! Click on [Healthy Living Center](#) to learn more.