



HR Intercom

* Revised 5/16/12

May 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.

New HR Customer Experience Program

Chuck Murphy, AVP of HR, announces a new, ongoing customer experience program to be launched in our continuing efforts to improve service and overall value of HR to all faculty/staff. Beginning in June, after a phone, e-mail or in-person interaction with HR, randomly selected customers will be invited to participate in a short survey. Customers, internal and external to the UR (job seekers, for example), who agree to participate will receive an e-mail from our trusted partner, Brand Integrity, with a link directing the participant to a secure, confidential, Web-based assessment that will take no more than 2 minutes to complete. Chuck Murphy states: *"We want to know your thoughts and opinions concerning our services. Please take the time to provide us your feedback so we can continually improve the way we work with you. We appreciate the continued opportunity to be of service to you and look forward to being your valued HR resource."*

University Time Reporting Guidelines

An annual reminder about compliance related to time reporting requirements and applicable University Human Resources policies was recently sent to University employees. This communication was sent via e-mail for those who had a work e-mail address and if not, it was mailed to your home. If you did not receive this communication, please visit www.rochester.edu/working/hr/compliance/letter.pdf.

HSBC Bank Change

Due to the closing of local HSBC branches, we have been informed accounts of our employees who direct deposit paychecks with HSBC will be transitioning to other banks beginning May 18, 2012. If you have not already been contacted by your HSBC branch, we recommend you speak with them for specific information on the transition as soon as possible to expedite the setup of any new direct deposit account. Once you have determined your bank of choice, you will need to enter a change through "Self Service, Direct Deposit" in [HRMS](#) or submit a direct deposit form to Payroll. Forms may be picked up at the Payroll Office at 260 Crittenden Blvd. Room 1-7220. For any further questions regarding your direct deposit, please contact Payroll at 275-2040.

Summer Holidays and Pay Implications

The summer holiday season begins with Memorial Day later this month so supervisors are reminded to review [University Policy 330 \(Holidays\)](#) for guidance as to who is eligible, what to do in the event an hourly employee has to work the holiday, or what happens if an employee is on Short-Term Sick Leave.



Travel Time Payment—Hourly Paid Staff

There are occasions when nonexempt staff must travel for work purposes. When this occurs departments must be sure to follow applicable Labor Laws for compensating staff. For additional information, please see www.rochester.edu/working/hr/hri/TravtimeNE5-12.pdf.

UR United Way Campaign Reaches Goal

Thank you to all of the many campaign donors, coordinators, and volunteers who helped the University reach our goal and raise over 1.4 million dollars for our community! If you have not made a pledge, it's not too late to do so. Just visit www.rochester.edu/unitedway.



The University Celebrates Staff Service Milestones

Congratulations to the 1241 staff members with service anniversary dates from July 1, 2011, through June 30, 2012, who have worked at the University for 10, 15, 20, 25, 30, 35, 40, 45, and 50 years! In addition to receiving a commemorative gift, those staff members were honored at a reception on April 30 in the Flaum Atrium, and honorees with greater than 25 years were invited to a dinner in Flaum Atrium on May 10. View the [list of honorees](#) and be sure to congratulate your colleagues! Contact Doris Robinson at 267-4098 or visit www.rochester.edu/working/hr/awards/service/ for service award program information.

Annual Staff Awards Recognize Outstanding Service

Recipients of the annual [Staff Community Service](#), [Meliora](#), and [Witmer](#) Awards were recently honored at a reception in the Sarah Flaum Atrium. For complete information about this year's honorees, please click on each award link above.



HR Employee Recognized

In 2006 the Office of Human Resources established the Human Resources "Outstanding Achievement Award" and annually selects an employee to receive this recognition. Read about this year's recipient, Jill Bowman, and the six criteria this award is based upon at www.rochester.edu/working/hr/hri/12HREmplyr.pdf.

HR Staff Announcements

Karen Bucci (HR Assistant, the Service Center) will celebrate 20 years of service June 11.

Allen Ibrisimovic (HR Representative, Workers' Compensation) will celebrate 15 years of service June 19.

Gary Jones (Benefits/Well-U) was hired April 23 as an Administrative Assistant.

Keith Kiss (Medical Center HR) was hired May 7 as an HR Generalist.

Congratulations to all!

Benefit Highlights

* Access a Network Provider/Facility While Traveling

The University of Rochester would like to ensure you are covered wherever you travel this summer. For additional information about your health coverage while traveling please visit the Benefit website at www.rochester.edu/working/hr/benefits/health/healthcare_traveling/.

Upcoming Deadline for Retirement Changes

Don't Delay! The Retirement Plans transition enrollment period closes June 7, 2012. Update your investment allocations from the new investment menu either online at the [TIAA-CREF UR website](#) or by calling (800) 410-6497. If you do not make your selection, your investments will be defaulted into the age-appropriate Vanguard Target Retirement Fund. There are still plenty of ways to learn about the program; visit the [Benefits website](#) for additional information including a schedule of upcoming sessions, an interactive flash presentation, and a recording of a retirement transition presentation.

National Employee Health Fitness Day – May 16

Employees are regularly encouraged to adopt healthy habits through worksite health promotion programs and initiatives including physical activity. To celebrate this day, the Health and Wellness Fitness Center and the Goergen Athletic Center are offering a **free** workout or visit to all University of Rochester employees.

National Ride Your Bike to Work Day

In celebration of National Bike Month, Friday, May 18 is designated Ride Your Bike to Work Day, an opportunity to celebrate the unique power of the bicycle and the many reasons we ride. Whether you bike to work or school to save money or time, to preserve your health or the environment, to explore your community or get to your destination, get involved in Bike Month. Check out Rochester's area bike paths available on the [Genesee Transportation website](#).

“Like” Well-U on Facebook!

Well-U now has a [Facebook page](#). Check it out for up-to-date information on future programs and event recaps. [Read more](#) about prizes being offered to the first employees to “like” the page.



HEALTH TIP*:

6 Tips to Avoid Overeating

It happens to almost everyone—those times when you feel powerless over your food cravings and find yourself overeating. Try not to beat yourself up over this. Getting healthy is a process, and like most things worth doing, it takes time and practice. Want to avoid overeating? Here are some tips to help you:

1. Have healthy snacks throughout the day. This will keep your blood sugar (and your appetite) at an even keel all day long.
2. Enjoy an apple, raw vegetables, or a salad with reduced fat dressing *before* your meal. This will help curb your appetite and provide some healthy fiber.
3. Use smaller plates and bowls. The smaller the plate or bowl, the smaller the portion!
4. Eat slowly. It takes time for your brain to get the message that your hunger is satisfied. Chewing thoroughly and sipping water between bites will help you pace yourself.
5. Get physical! When you feel a craving coming on, a brisk walk or trip to the gym is a great way to lift your mood and get your mind off food. It can also relieve stress.
6. Notice if you are engaging in emotional eating. Instead of picking up that bag of chips, pick up the phone and talk to a close friend or family member.

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.

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.