



UNIVERSITY of  
ROCHESTER

# HR Intercom

February 2019

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.*

## 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.

## News

### Travel Time Payment for Hourly Paid Staff

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

Travel time to and from work is generally non-compensable. However, employees who travel during the course of a workday, such as from one work location to another, are entitled to compensation for their travel. For example, an employee who arrives at the University and is then sent to an off-site location to work would be paid for that travel time.

If an employee normally works at one location and is sent out of town (another city) during regular working hours (e.g., to attend a conference or seminar on a single-day trip), the time spent traveling is considered work time. However, the employer can consider time spent traveling to and from the airport or other transportation terminal in the morning or evening to be equivalent to the home-to-work commute and not compensable.

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](mailto: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](http://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.

The logo for America Saves Week features the words "AMERICA", "SAVES", and "WEEK" stacked vertically in a bold, blue, sans-serif font. The letters are large and have a slight shadow effect, giving them a three-dimensional appearance.

## HR Compliance

HR Compliance sessions (March 13, April 18, and May 9) have been posted in [MyPath](#) and are filling up quickly. These three training sessions are being offered from 8:30 to 11:30 a.m.

## 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](#).

### 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](mailto:Samantha.burkett@rochester.edu)