News

Annual Total Rewards Statement Now Available in HRMS

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, 2019, 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 to view your 2019 Total Rewards Statement.

Redesigned HR Website Coming Soon

In the next several weeks, a redesigned HR website will launch on the University website. Notable improvements will include enhanced search functionality, improved user experience, a cohesive presentation of HR information and a manager’s toolkit to provide resources and support for supervisors.

In conjunction with the new HR site, a new Policies and Procedures website will offer a central location to browse, read, print, and share University-wide policy documents, guidelines, and procedures. The site is designed to meet the highest web standards for usability and accessibility as a way to ensure access to all. The site’s enhanced search function means it will be easier for faculty, staff, and students to browse and find policies by topic and keywords. All policies on the site will include standard ways to display information such as issue date and contact information. Policies will also include links to related policies and supplemental information.

The new Policies and HR websites are part of a larger effort to improve the University’s digital spaces and to reflect Rochester’s commitment to openness and accessibility. More information will be announced as the launch date is determined.

Five-Year Staff Appreciation Added to Recognition Program

The University of Rochester is introducing a five-year staff appreciation gift to its Recognition Program. Beginning this month, regular part-time and full-time staff members will receive a card and a University keychain as a token of appreciation for reaching five years of service.

Manager’s Tip

Enhancing the New Employee Experience

There have been recent updates made to the Manager’s New Employee Onboarding tool located on the HR website. This new combined onboarding tool (replacing the two separate versions for Med Center and non-Med Center staff) includes updated content and embedded links to helpful supplemental tools that hiring managers can use to make a meaningful onboarding experience for new employees. Welcome letter templates (to be sent after the job offer is accepted) and discussion guides to be used in the new employee’s first week and at the 30/60/90 day milestones provide conversation starters that can help build the feeling of connection to the organization and belonging right from the start.

Learning & Development

Performance Reviews

Managers at the Medical Center have until April 12 to submit their performance review. The University standard performance reviews will launch on March 1 with employee self-reviews.

Please take advantage of the many performance management resources available to managers and supervisors in MyPath.

For specific staff-related questions, please contact your HR Business Partner. For performance evaluation process questions, please contact Learning.

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.
and Development. For technical issues or questions, please contact the MyPath team.

Diversity, Equity and Inclusion

**Video, Networking and Discussion on 'The Other America'**

Join us on Tuesday, February 25 for an evening of networking prior to viewing the film “The Other America”. A facilitated discussion on Martin Luther King Jr.’s speech will follow.

The event will be held in the Ryan Case Method Room at the School of Medicine and Dentistry from 5:00 – 7:00 p.m. Networking and appetizers will be from 4:30 – 5:30 p.m. It is open to all University faculty, staff, and students. Please register in MyPath by searching “The Other America” or contact Cynthia Sessions at cynthia.sessions@rochester.edu or by calling (585)273-2598. The film will be screened with open captions. Please request ASL interpreters for the evening discussion by Friday through Cynthia.

Total Rewards

**Saving is Possible! America Saves Week, February 24-28**

America Saves Week is a reminder to think about your savings plan and make sure you are prepared for the future. If you’re already saving, are your savings on track? If you haven’t started saving, there’s no better time than now.

Visit Tiaa.org/Rochester or call TIAA (800)410-6497 to enroll, make changes, or schedule an appointment to meet with a TIAA consultant to help you invest into your future.

**Job Changes and Your Benefits**

A change in your job status mid-year may have an effect on your benefits. If your job status changes, review the three links below, which help to layout expected benefit changes and better prepare for any impact you may encounter.

- **Full-time to Part-time**
- **Part-time to Full-time**
- **Full-time or Part-time to Time As Reported (TAR)**

For more help understanding your benefits, visit Summary of Benefits.

Check Out Discounts and Perks

University employees can save money on health and wellness programs, childcare, amusement parks, museums, travel, dining, shopping, etc. For more information, visit Discounts and Perks.

Upcoming Events

(Click links to register)

- **Discover the Blue Zone**
  Tues., February 25, 12:00 - 1:00 p.m.
  Medical Center

  Let experts help you discover the secrets to living a longer and healthier life.

- **Farmers Market**
  Wed., March 4, 2:30 - 5:00 p.m.
  Medical Center

  Come to the first Farmers Market of the year for all your local produce and goods.

**WELL-U Health Tip: Understanding Five to Thrive – What is it?**

We know that some choices and behaviors are considered healthy while some are not. But do you know which specific behaviors can help you live longer and increase your quality of life?

Being intentional in just a few key areas has been found to contribute to being healthy and thriving later in life.

Five to thrive includes these five behaviors that research has identified are most important to promote longevity and disease-free living:

1) **Balanced eating** with less saturated fat and more fruits, vegetables and grains.

2) **Keep moving!** Aim for 30 minutes of physical activity per day.

3) **Enjoy but limit alcohol intake** to:
   - 1 or fewer drinks per day for women
   - 2 or fewer drinks per day for men

4) **Keep an eye on your weight**: Achieving a body weight within a BMI of 18.5 to 24.9

5) **Quitting smoking** can add years to your life.

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