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.

United Way—Fuel the Fund
It's been just under a week since the official Kickoff of the University's United Way Campaign and while generous donors have started us on our way, your participation is still greatly needed. You can watch the Goal Thermometer rise to see how the University and your department are doing. The pledge process is easy and there are several options for donating. Please give today to help our Greater Rochester Community members in need to thrive, not just survive. No amount is too small; working together we can make a big difference and give opportunities to those around us. You also might be surprised to find out the Top 10 Myths About United Way.

Performance Management Reminder: Performance Review
Employees assigned Performance Reviews within MyPath should have completed their Self-Review by the March 13 due date. Managers are reminded to complete the Manager Review section and meet with each employee to discuss the completed review by May 9. Questions? Contact your HR Business Partner.

Management Essentials: HR Fundamentals Regulatory and Compliance Sessions
To help supervisors understand their role in relation to Regulatory and Compliance issues within the organization, URMC's team of experts will present a high-level overview of the University's HR policies, employment law, compensation, recruitment, employee relations, and performance management processes and expectations. Two sessions: Tuesday, March 28, 2017, 2:00 - 4:00 p.m. in CEL room# 2-7520 or Tuesday, June 06, 2017, 8:00 - 10:00 a.m. in CEL room# 2-7536. Register in MyPath (click Calendar icon > Class Session > Request).

Learning Management Reminder: Annual Mandatory In-Service
On February 22, URMC employees were assigned the 2017 Mandatory In-Service Education. All modules must be completed by June 30. New Hires will be assigned the 2017 Mandatory In-Service Education as part of the new hire process. Questions? Contact your HR Business Partner.

Travel Time Payment for Nonexempt (Hourly Paid) Staff
On occasion, nonexempt staff must travel for work purposes. When this occurs, be sure to follow applicable labor laws for compensating staff. Click here for details.

Employment Verification — The Work Number®
Buying a home or car? Applying for a loan? Leasing an apartment? Chances are you will need proof of employment or income. Obtain secure income and employment verification via the Web or telephone by using our partner, the Work Number® service, where you control the process of authorizing access of others to your employment information. More information, FAQs, and forms are available on the HR website.

HR Staff Announcements
Diane Carbone and Nicole Maier (HR Service Center) were hired 2/13/17 as HR Assistants.
Amy Cote (MCHR) was hired 3/1/17 as Director of Labor and Employee Relations.
Marlie Margolis (MCHR) was hired 2/28/17 as an Associate Business Partner.
Jacklyn Meloni (MCHR) was hired 2/27/17 as a Senior Compensation Analyst.
Charmaine Pionilla (MCHR) was hired 3/13/17 as an HR Business Partner.
Rebecca Walters (MCHR) was hired 4/1/17 as the HR Engagement & Integration Administrator.
Congratulations!
Benefit Highlights

Financial Health Bite Seminar: Basic Estate Planning — It’s for Everyone
Attend an informational seminar on basic estate planning tools such as wills, trusts, and healthcare directives that help protect you and create a legacy for your loved ones. A TIAA representative conducts this seminar Wednesday, March 22, from noon - 1:00 p.m. in College Town, 44 Celebration Drive (2nd floor, Room 2007AB). Guests and lunches are welcome. Registration is required.

MetLife Auto & Home Appointments
Local MetLife Auto & Home consultant, Keith Christiansen, will be available for one-on-one appointments on Tuesday, March 28 through Thursday, March 30. To set up an appointment, call Keith at 585-787-4560 or visit his website at www.keith.metlife.com.

Take Time for Your Financial Wellness!
An education session on the University of Rochester Retirement Program will be held April 4, 2017, from 1:00 – 1:45 p.m. at Helen Wood Hall, 1W-501. You’ll receive a step-by-step overview of the program and learn about managing your participation through TIAA. TIAA’s workshop leader will highlight the benefits of participating in the program, updating your account, and how to create your personal retirement strategy. Click here or call TIAA at 800-410-6497 to register.

Ways to Trim Your Budget With Prescription Discounts
1. Use the URMC Employee Pharmacy to take advantage of discounts on prescriptions and the free delivery services offered for all off-site University locations.
2. Have your prescriptions mailed to your home by using the Aetna or Excellus mail order program to get three times the supply for only 2.5 times the price for your 90-day prescriptions.
3. Talk with your doctor about switching to a generic drug and take advantage of the Aetna or Excellus Generic Trial Program—some generic medications are available free for the first 6 months.
4. Also, the YOURhealth condition management program can help you manage your chronic condition and provide discounts on prescription drugs for those enrolled in programs for managing asthma, diabetes, high blood pressure, congestive heart failure, and coronary artery disease. Confirm your eligibility here.

Long-Term Care Insurance
Legacy Services, an independent agency, offers one-on-one phone consultations to answer your personal questions regarding long-term care insurance. To schedule a consultation, contact Legacy at 800-230-3398, ext. 101 or e-mail custsvc@4groupltci.com. For general information go to www.servilink1.net/legacyltc.

Events/Activities Calendar
Benefits offers a variety of sessions for improving and maintaining your well-being. View a printable calendar version of March’s sessions or customize your calendar view on the Well-U website. Click here to access Health and Wellness articles and events.

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