



UNIVERSITY of  
ROCHESTER

# HR Intercom

July/August 2022

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.*

## News

### Annual Training on Harassment and Discrimination now Available in MyPath

In pursuit of our [Meliora values](#) and in compliance with state and federal law, the University of Rochester requires all faculty and staff to complete an annual training on how to identify and react to workplace harassment and discrimination. To fulfill this year's requirement, we are again utilizing the "Culture of Respect: Prevention of Sexual Harassment and Discrimination" course created by the University in 2021. The training is assigned in [MyPath](#) and must be completed by September 30. For more information and frequently asked questions about the training as well as additional opportunities for online and in-person training, visit the Institutional Office of Equity and Inclusion [online](#). (See the *Learning & Development section for new employee hire update.*)

### University introduces new HR system—myURHR

The University of Rochester is currently in the development phase of an extensive modernization of our Human Resources system. myURHR will leverage best-in-class Workday HR technology when it replaces the outdated PeopleSoft HR management system (HRMS) in early 2024.

myURHR will allow for personalization, improved communication and up to date information on the steps and status of HR processes and business transactions.

The implementation of myURHR along with other key strategic HR initiatives will establish a new foundation for how the University delivers HR services and supports the employee experience. Visit the [myURHR website](#) to learn more.

## Manager's Tip

### Remote Work Tracking in HRMS

A reminder that managers should notify all new staff who work remotely (full-time or hybrid) and all existing staff members who change their work status to hybrid or fully remote to read and accept their remote work agreement in HRMS using the directions on the [HR website](#).

The University announced a new [Remote Work Policy \(#175\)](#) in June 2022 to help managers across the institution evaluate positions eligible for hybrid or fully remote work.

In March, the University began tracking hybrid and remote work approvals for staff in [HRMS](#) to better support and communicate with our remote workforce. Faculty approvals continue to be tracked by their departments.

## Learning & Development

### New Employee Orientation Changes

The week of July 11, the Preventing Sexual Harassment and Discrimination module was removed from the New Employee Orientation curriculum. Instead, new employees will be assigned the "Culture of Respect: Prevention of Sexual Harassment and Discrimination" course as a separate learning task upon hire. The Hazard Assessment Tool has also been added to the New Employee Orientation curriculum. This module is meant to be completed with managers to determine if any additional training is needed based on the specific job functions of the new hire. While it will not automatically assign training, the tool will generate a list that can be used to request additional modules.

## Total Rewards

### Life Insurance Beneficiary Information

To view or change life insurance beneficiary information, login to [HRMS](#) anytime and click on "Securian Financial." If you do not name a beneficiary, policy benefits will be paid, in order of priority, to your lawful spouse, children, parents, siblings, or estate.

### Learn More About Part-Time Graduate Programs for Busy Professionals

Join Simon Business School, Warner School of Education and the Office of Total Rewards to learn how employee tuition benefits can be used towards various part-time graduate programs specifically designed for the busy professional. On Thursday, August 4 from 5:00 to 7:00 pm at Schlegel Hall, Einsenberg Rotunda, faculty, current students, and Admissions and Benefits staff will be present to answer all of your questions. Participants will receive an application fee waiver (up to \$150 value) to use when applying to either school. Please [register](#) in advance to attend.

### Upcoming Events & Programs

(Click links to register)

#### [Healthy snacking on the go](#)

Tuesday, July 26 & Tuesday, August 16  
12:00 p.m.

Join Well-U's dietitian Bethany Moran from the lifestyle management team as she discusses how to incorporate snacks that are both nutritious and delicious into your diet to help you reach your health goals.

#### [Say yes to less stress](#)

Beginning Monday, August 22  
12:00 p.m.

Sign up for Well-U's five-week virtual Stress Reduction program to learn how to recognize, master, and de-escalate stressful situations for yourself.

#### [Time to get fit](#)

Beginning Tuesday, August 23  
12:00 p.m.

Gain a better understanding of the various components of fitness, explore motivational challenges to being more physically active, and learn how to prevent injuries in five weekly sessions with Well-U's Fitness 101: Get Started Program.

#### [High cholesterol solutions](#)

Get expert help through Well-U's High Cholesterol program and learn the difference between risk factors that you can and cannot control. The program will also help you to create a plan to make changes that lower or regulate your levels.

#### [Well-U's dietary-based programs](#)

Get started with [Nutrition Basics](#) and get the blueprints about proteins, carbs, fats, and more. Then learn your specific needs in [Nutrition & You](#) by meeting with your own personal dietitian.

#### [Organize a Well-U wellness challenge](#)

Did you know Well-U offers six different wellness challenges that you can run in your department? Make summer more fun and get healthy at the same time!

Please see the [University Calendar](#) for all updates on Well-U events and programs.

### WELL-U: What's in it for You?

#### Take a Break: Stretch

Stretching is an easy exercise that doesn't take a lot of time or skill, yet has a great amount of benefits to you and your health. Stretching can improve posture, decrease muscle fatigue, prevent injuries, and help increase your coordination and balance.

Whether it's for a few minutes when you wake up, during a break at work, or unwinding before bed, a quick stretch routine can help you and your body feel its best!

Three easy ways to get started:

1. Tune into [Well-U's Studio Sweat on Demand](#), which offers hundreds of stretching classes. You are guaranteed to find one that works for you.
2. Explore a [Well-U](#) program such as [Fitness 101: Get Started](#) where stretching is built into the fitness routine depending on your needs. You can also earn a \$100 incentive through Well-U for completing a program, [if eligible](#).
3. [Join the Y](#) of Greater Rochester area and get a discount on your monthly rate, plus no joining fee. Work with coaches who can show you stretching techniques and so much more.

#### EAP Newsletter

Stay up to date on a variety of topics by subscribing to the monthly EAP newsletter. Each month different articles are published that can help you both personally and professionally. [Sign up here](#).

If you need more support, consider contacting Well-U's [Behavioral Health Partners](#) or [UR Medicine EAP](#) to talk to a counselor or therapist.