



UNIVERSITY of
ROCHESTER

HR Intercom

October 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

Open Enrollment 2023

The annual Open Enrollment period occurring next month allows you to choose your participation in many of the employee benefits provided by the University. During Open Enrollment, you can change health care plans, elect to contribute to a Health Savings Account (HSA) or Flexible Spending Account (FSA), increase or decrease your plan coverage, and enroll in Group Universal Life (GUL) Insurance or several other voluntary benefits.

Open Enrollment will run November 1 through November 15 for benefits effective January 1, 2023. Choosing the right benefit plan is an important and often challenging decision. Resources are available on the [Open Enrollment website](#) to help guide you through selecting your 2023 benefits.

Manager's Tip

Manager's Toolkit

The [Manager's Toolkit](#) on the HR website is available to help managers do their jobs more easily and successfully. Inside the guide you'll have access to information on finding, hiring, and onboarding team members, employee engagement, performance management, professional development, and more.

Daylight Saving Time Ends

At 2:00 a.m. on Sunday, November 6, clocks will be moved back one hour to mark the end of daylight saving time.

Hourly-paid staff who are on duty when daylight saving time goes into effect will work one more hour on their shift. For example, staff members who normally work eight-hour shifts will work and be paid for nine hours.

The time clocks for HRMS and Kronos will automatically change and there is no manual effort required on the part of the employee or timekeeper.

Supervisors are encouraged to communicate this practice with employees who will be impacted by the time change.

If you have any questions related to this topic or any other Human Resource issue, please contact your [HR Business Partner](#).

Learning & Development

Effective Communication Skills

Learning & Development offers monthly, instructor-led *Crucial Conversations for Mastering Dialogue* classes, both in-person and virtually, to help guide participants through almost any challenging conversation when the stakes are high, opinions vary, and emotions run strong. This highly interactive offering teaches participants to speak persuasively, foster teamwork, build acceptance, and resolve disagreements in a way that produces positive results. Upcoming dates and cost are available on the [intranet](#) for Medical Center employees and on the [HR website](#) for University employees.

Seven Habits of Highly Effective People

In this course, participants will identify and adopt the key paradigms and principles in which *The 7 Habits of Highly Effective People* are rooted. Presented by our FranklinCovey-certified instructor Michelle Lewis over two days, learn to identify areas of work and personal life where applying these habits will improve effectiveness in things that matter the most. [Register here](#) for November 1 and 2. Please contact [Michelle Lewis](#) with any questions.

Total Rewards

Take Advantage of Your 403(b) Retirement Program Benefits

Our partner, TIAA, offers free consultations for University employees to help set investment goals to meet needs in retirement. Read TIAA's [helpful retirement saving tips](#) and use their [planning tools and calculators](#) to formulate a plan that will meet your individual financial retirement needs. Schedule an

appointment with an advisor by calling 800-410-6497 or use the online [TIAA scheduling tool](#).

VSP Reminder

If you enrolled in VSP for your routine vision coverage, don't forget to take advantage of it during the 2022 calendar year. As a reminder, you don't need a card to utilize your benefits. At your eyecare appointment, simply tell them your VSP ID number (which is 3 zeros, followed by your employee ID number). For more information about your coverage, please visit the [HR website](#).

Get a Biometric Screening

Visit a clinic near you and learn your health numbers like blood pressure, cholesterol level, and more. Then discover what [Well-U courses](#) are right for you. [Sign up now](#).

Upcoming Events & Programs

(Click links to register)

[10 Minutes to Reset](#)

Wednesday, October 19
12:00 p.m.

Join Well-U for a ten-minute meditation to break up your day. You will need to be signed into [Studio Sweat on Demand](#) to participate.

[Learn How Macros Rule Nutrition](#)

Friday, October 21
12:00 p.m.

Learn how proteins, carbohydrates, fats, and more play a role in your life and how to make macros work for you instead of against you.

[Crush Your Fitness Goals](#)

Wednesday, October 26
12:00 p.m.

Join certified personal trainer, Justin Kelsey from Well-U's lifestyle management team, to learn more about motivation, creating sustainable habits, and clearing your hurdles.

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

Take a Break: Socialize

After distancing for over two years, attending a social scene can push our limits of comfort. But it may just be what the doctor ordered. Research has shown that staying connected boosts brainpower and is linked to a healthier lifestyle. Whether it is during work hours or after hours, [Well-U](#) has options for all employees to socialize:

1. Use your lunchtime to take a [lifestyle management program](#), such as [Fitness 101](#)* or [Nutrition Basics](#)*, with colleagues.
2. [Request or join a no-cost departmental wellness challenge](#) like *Operation Hydration* through Well-U. Events like these can bring you and your coworkers closer together even if it's over zoom.
3. Reach out to a friend that you haven't heard from in a while. Give them a call or coordinate a meet up.

Maybe socializing seems daunting or more than you can handle alone. Mental health support is available by contacting Well-U's [Behavioral Health Partners](#)* or [UR Medicine EAP](#) to talk to a counselor or therapist.

[*Find out if you are eligible.](#)