



UNIVERSITY of
ROCHESTER

HR Intercom

April 2023

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

Staff Service Anniversaries



The University of Rochester was proud to celebrate 1,605 staff members who celebrated a milestone service anniversary in 2022, with in-person recognition events for the first time in three years.

The University's Recognition Program honored those who reached a milestone anniversary of 10 years and each five-year increment (15, 20, 25...) after that up to the longest-tenured at 55 years of service with the Staff Recognition Reception held in March. These individuals represent a total of 29,255 years of service to the University. Also in March, President Mangelsdorf and the Board of Trustees hosted the Staff Recognition Dinner which celebrated staff with 25 years of service and each five-year increment (25, 30, 35...) after that.

See the [list of honorees](#) and learn more about the [University's Awards and Recognition Program](#).

Getting Ready for myURHR: What Reports Do You Currently Run in HRMS?

April has been a busy month of advancements for the [myURHR](#) project. The myURHR [Change Network](#) is beginning to form and the project team is continuing to put the final design touches on our new Human Resources system replacing HRMS in 2024.

Additionally, a significant amount of work has been happening with the configuration of reports and queries in the new system. **If you currently utilize any reporting functions of HRMS** (with the exception of the vacation allotment screen), and you have not been contacted by either Jeff Meteyer, manager, IT Applications, or Camille Knight, analyst, IT, **please send an email to the [University IT Helpdesk](#), requesting a myURHR reporting consultation.**

The consultations will help the project team to understand the various reports used currently and what your future needs may be in myURHR.

For more on the project, visit myURHR on the HR Website, including the [expanded FAQ](#) with new information for managers and employees.

Manager's Tips

Hiring Students

Graduating students may work through Student Employment through their Commencement Day. Commencement dates may vary by school; most are no later than May 14, 2023.

There are three options to consider when hiring recently graduated/former, non-matriculated, inactive, or current students. For more information on each option, visit the [Manager's Toolkit](#) on the HR website.

Management Essentials: The Hiring Process

This online curriculum in [MyPath](#) explores the manager's role and obligations in the hiring process. It includes the steps involved in posting a position, advertising to create a diverse candidate pool, interviewing applicants, and decision-making guidelines intended to reduce bias in the selection process. The curriculum includes three modules: Ethical & Legal Obligations in the Hiring Process, Job Posting & Sourcing, and Interviewing & Selecting.

Learning & Development

Crucial Conversations for Mastering Dialogue & Accountability

Two Crucial Learning classes are now packaged together for those who have never taken Crucial Conversations and are also interested in taking the companion course, Crucial Conversations for Accountability. This two-day course, scheduled for Thursday, May 11 and Monday, May 15. It will provide participants with skills for talking when the stakes are high, plus skills for holding others accountable, regardless of position or personality. [Register now](#).

The 7 Habits of Highly Effective People

In this course, presented by our Franklin Covey-certified instructor Michelle Lewis, participants will identify and adopt the key paradigms and principles in which *The 7 Habits of Highly Effective People* are rooted. [Join us](#) on Monday and Tuesday, May 22-23 to identify areas of work and personal life where applying these habits will improve effectiveness in things that matter the most. Please contact [Michelle Lewis](#) with any questions.

Total Rewards

Retiree Eligibility Grace Period Reminder

The University is reminding faculty and staff of the retiree eligibility grace period (January 1, 2021-December 31, 2023) that was [first announced](#) in September 2020. Any faculty or staff member who meets the previous service requirements, including completion of 10 years of service, will have the opportunity to retire on or before 12/31/2023. Beginning January 1, 2024, to meet eligibility for retiree benefits, retired faculty and staff must have completed 15 years of service at the University of Rochester alone or combined with service from another higher education institution. [Watch a recorded webinar](#) focused on the retiree eligibility grace period or for more information and additional eligibility requirements, view [retiree benefits](#) on the HR Website.

Spring Tuition Reimbursement Reminder

To ensure timely tuition reimbursement, proof of tuition cost, proof of payment, and proof of successful course completion must be received by the Office of Total Rewards [via email](#) no later than 90 days following course completion. For more information, please visit [tuition benefits](#) on the HR Website.

“Book Your Trip” for the Spring Wellness Challenge

Well-U’s University-wide wellness challenge inspires you with a nostalgic road trip. Work together in teams, as buddies, or travel solo on an epic shore-to-shore adventure to enhance well-being and improve health.

[Registration for Coast to Coast](#) is open, so gather your tour group now.

Retirement Service Credit Waiver

Prior service at an eligible institution (higher educational institution, teaching hospital, not-for-profit research foundation, not-for-profit support organization for higher educational institution, or a member of the University’s controlled group) may count towards the two-year waiting period for the University’s Direct Contribution to the Retirement Program on your behalf. The retirement service credit waiver form can be completed in [HRMS](#) (Main Menu > Self Service > Benefits > Retirement Service Credit) at any time; however, the form must be submitted within 90 days of your hire date to receive retroactive contributions.

Upcoming Events

(Click links to register)

[Practical Ways to Get Moving](#)

Tuesday, April 25
12:00 p.m.

Learn the benefits of breaking your activity into 5-minute or even 30-second bouts by joining Well-U’s lifestyle counselor, Lisa Nichols, to discover how frequent and sustainable movement can increase your well-being.

[Fitness 101](#)

Friday, April 28
12:00 p.m.

Get serious about your health and start making changes. Justin Kelsey, CPT, will share tips on the various components of fitness, motivation, and preventing injury.

[Nutrition Basics](#)

Tuesday, May 2
12:00 p.m.

Explore proteins, carbs, and fats and how they can help or hinder you. Let a registered dietitian from the lifestyle management team guide you in making the best choices for your health and earn \$100 upon completion.

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

WELL-U: What’s in it for You?

Everyday Ways to Sleep Great

A good night sleep helps you function at your best by allowing you to think clearly and stay calm. Well-U offers programs that can help you get quality rest:

- Organize a [Lights Out wellness challenge](#) for your department.

- Set an appointment with [UR Medicine EAP](#) or [Behavioral Health Partners](#)* to improve your mental health and quality of sleep.
- Watch "[Managing Insomnia](#)" to set the stage at bedtime.

More sleep-based lifestyle habits that can help you wake up refreshed are:

- Go to bed and wake up the same time every day, even on weekends.
- Create a calming and safe space in your bedroom.
- Limit your electronic time one hour before bed.

Well-U is here to support any wellness goal you may have. For questions, ideas, and support, [email Well-U](#).

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