News

HRMS Gets an Upgrade

The HRMS Team and University IT will be performing a scheduled technology upgrade beginning Friday, July 24 at 6 p.m. until approximately Saturday, July 25 at 6 p.m. The system will be offline during this time; however, badge reader swipes will continue to be collected and sent to HRMS once available.

The most notable feature of this upgrade will be a more user-friendly design with pages that adjust as a user moves from one device to another such as mobile phone, tablet or computer workstation. Our Careers and Apply Online pages will present in a fluid design offering an enhanced experience for applicants and employees. In addition, many of the pages in self-service for employees will be fluid such as address, emergency contacts, race/ethnicity, disability and veteran status in Personal Details, as well as direct deposit in Payroll and Compensation. No changes are planned for the Time Entry or Time & Labor Process screens. An updated employee guide will be made available in HRMS under Quick Links > Helpful Information > User Manual > Self Service for Employees.

We appreciate and thank you for your patience as we continue to enhance the HRMS software.

New Online Employee Tuition Waiver Application

Beginning with the Fall 2020 semester, eligible employees will be able to submit their employee tuition waiver application online through HRMS using the following path, Self Service > Benefits > Tuition > Apply Employee Tuition Waiver. This new process will save you time and effort and be more reliable than ever. The new online application will be live August 3. In the meantime, please do not complete a paper application for Fall 2020. For questions and concerns, please contact us via email at TuitionBenefits@ur.rochester.edu.

MyPath: New Learning Details Page

MyPath’s new Learning Details page features a modern, intuitive design which makes it easy for users to find key information about training items. The Learning Details page is also fully responsive, so users can interact with the Learning Details page on any mobile device. Please see this helpful guide for more information.

State Department of Labor warns of an increase in unemployment fraud

Criminals are taking advantage of the surge in unemployment claims by submitting false claims and collecting unemployment benefits using stolen identity data, which was likely obtained in a previous data breach. Many victims don’t know they have been affected until they apply for unemployment benefits. Some are receiving notification of a claim being opened in the mail. If the criminals have enough information to make an unemployment claim, they could also commit other forms of identity theft.

If you receive a letter about Unemployment Insurance benefits but have not applied, it’s possibly fraud. If you think someone may have used your identity to make a fraudulent unemployment claim, University IT suggests that you:

- File a report with the New York State Department of Labor.
- File a police report.
- File a complaint with the Federal Trade Commission.
- Request and review your free credit reports for fraud and close any accounts you know have been tampered with.
- Check the status of your available online services and confirm your social security number has not been used to make an unemployment claim with New York State by logging into or signing up for a NY.gov ID.
- Be extra diligent about unexpected offers via email, phone, or text. If an offer seems too
good to be true, it probably is. Trust your instincts, if something seems suspicious use extra caution.

- Follow good cybersecurity practices: Change your passwords regularly, do not reuse passwords, and use two-factor authentication when possible.

Manager’s Tip

Performance Reviews Move to September 30

The FY2020 University performance review evaluations, including URMC, are still open in MyPath, and required for all eligible staff members. Managers must complete employee reviews by September 30.

Online Training for Managing Remote Employees

Many managers are managing employees remotely due to the COVID-19 pandemic. The 20 minute online class Managing Remote Employees, accessed in MyPath, provides strategies to help you do so effectively.

Learning & Development

Deadlines for URMC Mandatory In-Service Training

Due to the COVID-19 pandemic, the deadline for completing the 2020 Mandatory In-Service Education Program is September 30. Remember, although you may or may not work directly with patients, all URMC employees need to be aware of policies and procedures that pertain to the hospital and Medical Center environment. If you have questions, please contact your manager or read more about the program.

Diversity, Equity and Inclusion

Harassment and Discrimination Training

As an important part of the University’s efforts to ensure a culture of respect, and in accordance with state and federal law, the annual Harassment and Discrimination course will soon be added to the MyPath platform for all employees. With rapidly evolving work environments, and with many employees working remotely, a 100% completion rate will help ensure physical and virtual workplaces that are safe and equitable for all. Employees will receive an email from MyPath when the course is available at the end of the month. For more questions related to this training, please contact the Office of Learning and Organizational Development.

Total Rewards

Creating a plan to help stay on track with your Retirement Goals

Earlier this month, TIAA hosted a webinar focused on helping employees stay on track to meet their retirement goals. In this webinar, TIAA reviews the tools and resources available to help you plan for the future. Visit TIAA’s website to view the recorded webinar at your convenience.

TIAA continues to offer one-on-one consultation sessions at no cost, to help you with your retirement and other financial goals. Sign up for a session at TIAA.org/schedulenow or by calling 800-410-6497.

Three Tips for Staying Connected

Use the below tips to make sure you are receiving all updates and information from the Total Rewards Office.

- Prepare to receive emails to your UR work email with important information. Majority of the UR community is set up to receive email delivery, so most benefit-related information is communicated via email and this includes items related to Open Enrollment.
- Use HRMS self-service tools to make sure your physical address is accurate as some benefits related information is sent in the mail.
- Know where your trusted resources are. The Total Rewards website is always updated with the most recent benefit related information, so head there first when questions come up.

Upcoming Events

(Click links to register)

Well-U: Live Virtual Seminar – Nutrition: A Macro Perspective
Tuesday, July 21

Join Well-U’s lifestyle management team virtually to learn how to make them work for you and your health goals.

Lifestyle Management Program - Nutrition Basics
(5 weekly sessions)
Beginning Tuesday, July 21

In five weekly sessions with Jen Lee, CPT, explore what healthy diets look like and how to create one that works for you.

Lifestyle Management Program: Stress Reduction
(5 weekly sessions)
Beginning Monday, July 27

Gain practical skills to manage your stress, improve your relationships, find a healthier work-life balance, and refocus on your priorities with Jen Lee, CPT.

Please see the University Calendar for all updates to Well-U events and programs.
WELL-U Health Tip: Healthy Summer Grilling

Cookout season is officially here.

While we often tend to associate the taste of BBQ with melted butter and thick cuts of red meat, there are countless ways to achieve the same great flavors using healthier alternatives and grilling techniques. By using some of the strategies below, you can help protect yourself and your loved ones from the potential adverse health effects that may accompany your normal summer indulgence, such as increased blood pressure and cholesterol.

Summer Grilling Tips:

1. Add Variety: Consider swapping turf for surf. Seafood is higher in both omega-3 fatty acids and Vitamin D.
2. Condiment Control: Increase your healthy fat intake by using olive oil with a bit of salt and pepper, or avocado in place of mayonnaise, ketchup or salad dressings that tend to be higher in saturated fat.
3. Swap your sides: Switch up your pasta or potato salad for healthier alternatives like grilled portobello mushrooms or bacon wrapped Brussels sprouts.
4. Watch the Temperature: While undercooked meat can expose us to harmful microbial contaminants, over cooked or well-done meat may pose a cancer risk. As a precaution, reduce or eliminate charring meat on the grill or decrease the number of days per week you are grilling.

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