"Working at UB" is Human Resources' (HR) eNewsletter for UB faculty and staff. You'll hear from us three times per year (spring, summer, fall) with the latest updates from HR. Check the 'Need to Know' section of UBNow for more frequent updates.

Visit www.buffalo.edu/hr for more information about the topics in this issue.

---

**UB EDGE: Updated Look and New Functionality On the Way**

We are proud to recognize that faculty and staff have been using UB EDGE to track their professional development over the past year. This is significant because UB was the first school in the SUNY system to implement an enterprise-wide online learning management system.

To mark this milestone, the interface is now refreshed with a new look and feel. You will notice larger font sizes, cleaner lines, and bolder colors. Additionally, UB EDGE now reflects UB's new brand guidelines. Log in to see these exciting updates www.buffalo.edu/ub-edge.

Later this year, a pilot will begin to add performance programs to UB EDGE. Supervisors will have the option to create and track their employees' performance programs, in addition to their learning, in UB EDGE. This functionality will include built-in libraries of competencies and the framework for each bargaining unit's unique program format.

Stay tuned for more about performance programs in UB EDGE this fall.

---

**Faculty and Staff Can Manage Health and Retirement Information Online**

State employees enrolled in health insurance and retirement benefits programs have the opportunity to view and manage their benefits online.

By establishing an online account, you will be able to conveniently and securely review benefits and conduct transactions in real time.

In many cases, you will be able to find information and make changes online instead of having to submit forms or make a phone call.

Learn more and establish an account
Director of EAP Retired in March 2017

It is with mixed feelings that we announce the retirement of our Director of Employee Assistance Program (EAP), Deborah Hard. Debbie officially retired in March 2017 after 9 years of service at UB and 40 years of service for New York State.

Debbie was hired in 2008 to be the Director of EAP, a first for UB. During those nine years, Debbie raised the issue of working toward a solution-focused model of program delivery where faculty and staff would have the option of choosing to do short term counseling with UB staff, instead of being referred to a provider in the community. Most, if not all, internal university EAPs across the country utilize this problem solving skill.

Under Debbie’s direction, UB EAP also showcased the campus mediation process, with EAP staff being trained in mediation. Workplace based concerns are one of the most frequent reasons people access the EAP for help, and the program has been very well received. Those who have worked with Debbie know that her genuine, caring and dedicated manner will be greatly missed. While Debbie is now officially retired, she has been working on a part-time basis to help ease the transition since early May. She plans to stay on board part-time indefinitely.

Did You Know?

Manage Tax Deductions & Go Paperless using NYS Payroll Online
State employees can use the NYS Payroll Online portal to view payroll information and make changes including opting out of paper paystubs, managing tax deductions, viewing and printing W-2s and updating email addresses. Read more

UB Jobs Is Easier for Applicants to Access Than Ever Before
Those interested in applying for positions in UB Jobs can now log in using their LinkedIn or Curricula Vitae accounts. UB employees can also log in using their UB email address as the username and the word ‘password’, for the password, which can be easily changed later on. Login to UBJobs

HR Customer Service Provides Employment Verification Services
Do you require employment verification for a mortgage application, loan application or another reason? HR Customer Service is here to help. Fax or mail your employment verification forms to HR Customer Service at (F) 716-645-2724 or 120 Crofts Hall, Buffalo, NY 14260. Please contact Customer Service at 716-645-7777 with any questions.

Upcoming Learning & Development Opportunities

IAMT Meditation - 7/18
Innovation at Work - 7/26
Discover Your Strengths - 8/3
What is Classified Recruitment? - 8/9
The Power of Trust: What It Means for Supervisors - 8/10
Save the Date: Day of Caring - 8/16
NEW! Unplug the Power of Bias - 8/17
Transitioning Through Change - 9/27
Collaborative Performance Management Program (CPM) - Fall 2017
See more

In Case You Missed It...

5/31/17 Summer Training Classes Available For UB Faculty and Staff
5/24/17 Faculty Members Can Spread Out Paychecks Through the Year
5/10/17 NYSLRS Members Can Now Manage Benefits Online
4/18/17 FICA Taxes To Be Withheld for Student Employees In Summer
3/7/17 UB Jobs Application Now Available

University at Buffalo | www.buffalo.edu/hr