Realizing the Reimagined Search Process

We are excited to announce that a new HR initiative centered on recruitment is currently underway. The Reimagined Search Process aligns with UB’s Strategic Diversity and Inclusion Plan. The plan calls for UB to "recruit, develop and retain a diverse and culturally competent faculty and staff, with special attention to recruiting from under-represented groups."

The reimagined search process focuses on recruiting a diverse workforce which will:

- Drive innovation and foster creativity
- Ensure that UB is competitive in a global market
- Drive University strategies
- Attract and retain top talent

Initiative Details:
A new set of guidelines has been developed and shared that will specify how to plan and run a search so the resulting candidate pool is representative of the available workforce in the recruitment area.

HR's Workforce Planning and Recruitment team developed toolkits for faculty and staff search committees with resources to assist them in conducting fair, unbiased searches that yield culturally competent hires.

Search committee members will be expected to complete a combination of in-person and online training modules covering topics including reducing barriers to diversity in faculty or staff searches, combatting implicit bias, critical behavior interviewing and using best practices.

Initiative Benefits:
In addition to the benefits of increased diversity in our workforce, this initiative will result in benefits for job applicants and search committee members.

- Job applicants will see quicker turn around time and improved communication
- Search committee members will save time during applicant evaluation and see a reduction in delays in the hiring proposal state
- The improved search process will meet policy regulations and ensure accurate documentation while aligning UB with current recruitment practices
Register Now For the Upcoming Retirement and Financial Planning Fair For State Employees
March 22, 2018, 8:30 AM - 3:00 PM

We are hosting our second annual Retirement and Financial Planning Fair on March 22 at the Center for Tomorrow on UB’s North Campus. The fair will provide opportunities for those in any career stage to gain more insight about retirement plan benefits, financial planning and how the retirement process works at UB. The fair will feature presentations by retirement systems and SUNY vendors including VOYA Financial, TIAA, VALIC, NYS Deferred Compensation and Fidelity. In addition, representatives from each retirement plan will be available to answer questions at information tables for the duration of the day.

Learn more and register

UB Leads Upstate NY Higher Education Recruitment Consortium (HERC)

We are happy to share that UB is the new lead institution partnering with the Upstate New York Higher Education Recruitment Council (HERC).

HERC is a non-profit consortium of over 700 colleges, universities, hospitals, research labs, government agencies and related non- and for-profit organizations. Consortium members share a commitment to hiring the most diverse and talented faculty, staff and executives.

HERC seeks to advance equity and excellence in the higher education workforce by:

- helping member institutions recruit and retain a talented and diverse workforce,
- fostering collaboration and best practice sharing between institutions and an engaged network of human resources, faculty affairs, and diversity offices,
- and combining resources to develop innovative tools like a leading higher education job board and professional development webinars that can be shared and leveraged by all.

As lead institution for Upstate New York, UB will help spearhead the regional goals including outreach in an effort to increase the member base and the establishment of a regional board, as well as the organization of a member meeting.

Learn more about HERC

Did You Know?

State Faculty Can Choose To Be Paid Year-Round
Are you receiving paychecks only from September through June? Did you know you can spread out your pay so that you receive paychecks throughout the summer months as well? Elect to receive 26 paychecks instead of 21 paychecks. Learn More and Make the Change

FICA Taxes To Be Withheld For Student Employees In Summer
Student employees who work during the summer and are not enrolled with at least six credit hours for the summer session can expect to see Social Security withholding in their summer paychecks. More info to come...

HR Homepage Design Update
Later this spring, we will unveil a newly updated website homepage. A quick links section, key applications list and expanded footer will replace listed menus that were previously used for navigation. Stay tuned for more...

Sign Up For Direct Deposit
When you sign up for direct deposit, pay is deposited into up to eight accounts at one or more financial institutions of your choosing. Learn How To Sign Up

UB H.O.M.E. Loan Program
The University at Buffalo offers the UB H.O.M.E. (Home Ownership Made Easy) program to full-time faculty and staff to encourage home ownership and help support stabilization and revitalization in and around the South Campus.

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. Learn More About NYS Payroll Online
Upcoming Learning & Development Opportunities

Save the Date: UB Wellfest
April 17, 2018, 10 AM - 2 PM
Center for the Arts Atrium

Save the Date: EAP Stress-Less Day
May 2, 2018; 8:30 AM - 4 PM
Center for Tomorrow

Retirement Planning for State Employees - 3/15
EAP Tools for Supervisors - 3/22
Powerful Tools for Caregivers - Begins 4/6
Effective Presentations - 4/12
Secrets to Better Business Writing - 4/26
Leading Change - 5/17
NEW! Unplug the Power of Bias - 5/22
Supervising the UB Way - 6/14 & 6/19
Tools for Analyzing Data in Excel - 6/26
See more

In Case You Missed It...
3/7/17  GSEU Employees Can Apply Now for Professional Development Funds
3/5/2018 Guidelines For Recording Time Off For March 2 Closure
3/5/2018 Retirement and Financial Planning Fair for State Employees Set For March 22
2/5/17  UB Employees Will See Tax Adjustment in Paychecks
1/30/18  Sprintax Available for International Students and Scholars
12/19/17  State Employees Update 2018 Voluntary Retirement Plans
12/14/17  NYS Paid Family Leave Law Affects Research Foundation Employees
11/16/17  Minimum Wage Increase for Non-Represented Hourly and Student Employees

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