"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.

Working at UB: How HR Connects With Your Life Both Inside & Outside of Work

Coming Soon...New First Year Experience and Onboarding Process for New Employees

We are excited to announce that a committee within HR is working on a new onboarding experience designed to welcome new employees to the UB family and expose them to all of the benefits and perks of working at UB.

Online Module for Onboarding
As part of the improved process, the plan is to use a new online module for onboarding which connects with and pulls data from UB Jobs. The module will enable new employees to complete paperwork online including I-9 tax forms, direct deposit and health insurance and retirement program enrollment. Benefits of using the online module include:

- No double-entry of personal data that was previously entered in a job application
- Online checklist to guide employees through steps in the onboarding process
- Automated reminders when steps are incomplete
- HR representatives can track and report on employee’s progress
- Move to a more 'green' process with less paper

First Year Experience
The committee is also planning a 'first year experience' for new employees which will include orientation sessions as well as activities and events hosted by departments on campus. The events will be spread out over each employee's first year of employment with UB. This experience will include just-in-time training modules sent to employees at useful intervals (sending time and attendance training before first time sheet is due).

Also included are new webpages designed to educate new employees about all of the opportunities available as a faculty or staff member. A new 'Employee Life' section of the HR webpage will be useful for new and existing employees and will highlight some of the less well known benefits including a U.S. passport office on campus, where you can hit the ATM and the best places to go for lunch.

Stay tuned for more information about the onboarding updates early next year.

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- HR Annual Events Calendar Now On Website
- Changing Your Health Insurance: Stay Tuned for Important Dates and Information

October 25, 2017
HR Annual Events Calendar Now On Website

Health insurance option transfer, PEP enrollment, flex spending enrollment...sound familiar? These are just a few of the annual events that take place in the human resources realm. To help you keep track, we have added a new online HR Annual Events calendar to our website, which will note when these and other annual events and processes take place each year. You find the calendar under the Quick Links section of the HR homepage.

Changing Your Health Insurance: Stay Tuned for Important Dates and Information

Every year, State and Research Foundation (RF) employees have the opportunity to make changes to their health insurance including changing providers or opting-out of coverage. The period for making changes usually takes place in November for RF and in November/December for State. We will share specific dates and time frames when they are released by NYS and RF. To prepare, you can establish an online account now where you can make desired changes when the period begins. The changes will take effect on 1/1/2018. Read more and learn how to establish an online account

Did You Know?

Enroll in Flex Spending by November 6
State employees can enroll in a 2018 Flexible Spending Account (FSA) now through midnight, Monday, November 6, 2017. Flexible spending accounts provide a way to pay for health care or dependent care expenses with pretax dollars. Learn More and Enroll

Get Confidential Help for Domestic Violence Concerns
October is Domestic Violence (DV) Awareness Month, and two great ways to show your support for the cause are to wear something purple throughout the month and invite your friends and colleagues into a conversation. Learn More and Get Help

Don't Forget to Update Your New Address for Your 2017 W-2 Statement
Has your mailing address changed? Be sure to update it to ensure delivery of this year's W-2 in January 2018. Learn How to Update Your Address

Upcoming Retirement Education for ERS and TRS Members
Attend the session applicable to you to learn more about your retirement benefits and to get answers for any questions you may have from retirement system representatives.

PEP Enrollment Open Through Nov. 6
Eligible state employees can enroll in the 2018 Productivity Enhancement Program (PEP) now through November 6, 2017. The PEP program allows eligible employees to exchange previously accrued annual leave (vacation) and/or personal leave for a credit to be applied toward their health insurance premiums. Learn More and Enroll

New Extended Hours for Accessing NYS Payroll Online
NYS Payroll Online is now available seven days a week. The new site hours of operation are Sun-Fri from 6:00 a.m. to 10:00 p.m. and Saturday from 6:00 a.m. to 4:00 p.m.. Learn More and Log In

Upcoming Learning & Development Opportunities

Estate Planning for Disabled Beneficiaries - 10/30
NEW! Unplug the Power of Bias - 11/2
Coach Employees to Excellence - 11/7
Myers Briggs Type Indicator - 11/8
Retirement Planning for State Employees - 11/16

NEW! Strategic Leadership - 11/30
NYS Employees’ Retirement System Pension Benefits - 12/8
Work It Out Using Influence and Negotiation - 12/12
Introduction to Critical Behavior Interviewing - 12/13

See more
In Case You Missed It...

10/10/17 State Employees Can Manage 403(b) Contributions and Optional Retirement Program Online
10/3/17 State Employees Enroll in PEP Program
10/2/17 State Employees Enroll in Flex Spending (FSA) by Nov. 6
10/2/17 Dates Posted for CSEA Employee Increases
7/11/17 Faculty and Staff Get State Health and Retirement Information Online