Prepare for Upcoming Health Insurance Open Enrollment Period

Every fall, the Research Foundation (RF) and New York State have open enrollment periods where employees can choose to make a change to their current health plan or opt-out of coverage. This year, the Research Foundation health insurance open enrollment period for regular and graduate student employees will be November 1 - 30. The state open enrollment period is expected to take place in the November/December timeframe.

We will share more specific dates and time frames when they are released. In preparation, you can establish an online account now where you can make desired changes when the period begins.

LEARN MORE

UUP Contract Ratified in September

Members of United University Professions (UUP) ratified a new six-year contract with New York state in early September. The contract is retroactive to July 2, 2016, and runs through July 1, 2022. The contract calls for a number of changes including a one-time $600 lump sum payment for eligible employees in the October 31, 2018 paycheck. The contract also includes salary increases and coverage under NY state’s paid family leave law. We will share the final details for the changes brought about by the contract as they are confirmed. If you have any questions about the UUP contract, please reach out to UUP at contract@uupmail.org.

UB Jobs: Choose Your Areas of Interest

We recently implemented a new feature in UB Jobs called 'Applicant Interest Cards.' This feature essentially notifies potential applicants of positions in which they may be interested. To sign up, visit www.ubjobs.buffalo.edu and click on Applicant Interest Cards on the left-hand menu. From there, enter your name and email address and choose your areas of interest. After clicking 'subscribe,' the system will send you email notifications when a corresponding vacancy becomes available for a specific area.

Choose your areas of interest in UB Jobs
Update Your Contact Information in the UB Online Directory

Is your contact information in the UB Directory accurate? Would you prefer to have your direct line listed instead of your general department phone number so people can reach you more efficiently? If your institutional contact information is not accurate in the directory, please reach out to your HR departmental representative and ask for an update. This may especially apply to you if you were formerly a UB student or if you recently changed departments. New communication tools at UB such as Cisco Jabber rely on accurate directory information to work properly.

Did You Know?

**Paid Family Leave for UUP and MC13 Employees To Begin in 2019**
Effective 1/1/2019, Paid Family Leave (PFL) will become available to unclassified Management/Confidential (MC13) and UUP-represented employees who meet the eligibility criteria. The program is funded through contributions taken as payroll deductions. The official policy and forms specific to MC13 and UUP-represented employees are not yet available and as such, claims cannot be filed at this time. More information and materials will become available soon.

[Read About PFL Benefits and Eligibility](#)

**Pre-Tax Contribution Program for State Employees**
Each November, enrollees in the NYS Health Insurance Program (NYSHIP) may elect to participate or not participate in the Pre-Tax Contribution Program (PTCP) for the upcoming plan year. During November, current PTCP enrollees may also make changes to their coverage which impact the NYSHIP deduction for the upcoming plan year, without a qualifying event. Details on the program and how to make changes will be forthcoming in early November.

[Learn More and Enroll](#)

**PEP Enrollment Open Through Nov. 16**
Eligible state employees can enroll in the 2019 Productivity Enhancement Program (PEP) now through November 16, 2018. 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](#)

**Enroll in Flexible Spending Accounts by Nov. 9**
State employees can enroll in a 2019 Flexible Spending Account (FSA) now through Friday, November 9, 2018. Flexible spending accounts provide a way to pay for health care or dependent care expenses with pretax dollars.

[Learn More and Enroll](#)

**Don’t Forget to Update Your New Address for Your 2018 W-2 Statement**
Has your mailing address changed? Be sure to update it to ensure delivery of this year’s W-2 in January 2019.

[Learn How to Update Your Address](#)

**Change Tax Withholding Using NYSPO**
State employees can change their tax withholdings online using New York State Payroll Online (NYSPO). Use of the online portal allows for a quicker turn around time for the changes to take place.

[Learn how to manage tax withholdings online](#)

**TIAA Has Special Offers for SUNY Employees**
TIAA is now offering banking and home loan offers exclusively for SUNY employees. Offers include cash bonuses for opening basic checking accounts and money market accounts and a closing cost credit when purchasing or refinancing a home.

[Learn more about the special offers for SUNY employees](#)

**Upcoming Learning & Development Opportunities**

- **Secrets to Better Business Writing** - 10/31
- **Myers Briggs Type Indicator (MBTI)** - 11/1
- **Tools for Supervisors: Helping You Manage the Tough Issues** - 11/8
- **Discover Your Strengths** - 11/14
- **Unplug the Power of Bias** - 11/15
- **Retirement Planning for State Employees**
- **Leading Change** - 11/28
- **Learn Basic Formulas in Excel** - 11/29
- **Manage Your Database in Microsoft Access** - 12/6
- **Work It Out Using Influence and Negotiation** - 12/18
- **Intro to Critical Behavior Interviewing** - 12/18
- **See more**
In Case You Missed It...

10/19/18  State Employees Enroll in 2019 PEP Program
10/15/18  State Employees Can Change Tax Withholdings Online
10/10/18  State Employees Enroll in Flex Spending (FSA) by Nov. 9
10/1/18   Paid Family Leave for UUP and MC13 Employees To Begin in 2019
9/13/18   UUP Employees Enroll in PEP Program