



October 2008

Susan Rohde Ext. 2198

### Welcome New Employees!

Holly Gitlin  
CCPA

Ken Sitar  
Admission

Noelany Clemente  
Registrar

Stephanie Cruz  
Academic Advising

Lisa Thompson  
Business Office

Nelly Moreno  
Admission Office

### Important Websites

Human Resources

HR Career Page

Training & Development

RU Homepage

RU Intranet

## REWARD Now Recipients

Lauren Thorp, Admission Processing
Andy Kuehling, ETRC
Wheeler Cole, ETRC
Carolina Maldonado, College of Education
Rachel Peterson-Dawdy, College of Education
Marvin Butts, Physical Resources

## Stress, You Feeling It?

Wow! It was an exciting and challenging start to our academic year. With enrollment numbers sky high, many faculty and staff worked harder than ever to serve our new students. We in HR can speak from experience having completed hundreds of I-9s, coached new student workers through tax forms, and hand-wrote countless PRAs.

As things quiet, it is worthwhile to take a deep breath and think about our stress levels. When channeled correctly, stress can be an energizer. When we allow stress to overwhelm us, it is equally draining. Our insurance carrier, UniCare, offers a program titled, **Full Circle Health**. (I accessed Full Circle Health without my username or password.)

Also keep in mind that our employee assistance program is a benefit available to many through ComPsych. **Check it out.**

- Articles available through the Internet from UniCare and WebMD.
- Lower your Stress Spare your Heart
- Why Perfectionism isn't Perfect
- Workplace Stress and your Health
- Top 10 Ways to De-stress and Eat Less
- Admit it, Men; You're Stressed
- Blissing out: 10 Relaxation Techniques To Reduce Stress On-the-Spot



## Clerical Union Special Announcement

It's a new contract year which means members are again eligible for the personal development benefit (contact Susan Rohde for pre-approval), the floating holiday, and the birthday holiday (on your birthday or after – not before). Questions? Refer to your union contract or call Jannie Jefferson at extension 4333.

## Payday Update

What day is payday? It depends.

If you are a clerical union employee, your pay day is every other Thursday. (See [schedule](#))

If you are a part-time hourly employee, graduate assistant or work-study student, your pay day is also every other Thursday. (See [schedule](#))

If you are an administrator, your pay day is the last day of every month.

If you are an adjunct faculty member, your pay day is the 14<sup>th</sup> of every month.

If you are a full-time faculty member, your pay day is also the 14<sup>th</sup> of every month.

If you are in campus safety or physical resources, your pay day is every other Thursday.

If you are in ATRU, your pay day is every week on Wednesday.

The only exceptions to these paydays occur if payday falls on a weekend or holiday. If that is the case, payday is the last workday before that payday.

## Flu Shots Still Available

We would like to thank all of those that participated in this year's flu shot program and remind those that were unable to attend that they can still receive a flu shot this year. Those that are interested in obtaining a flu shot must first contact Chris Korn in the Human Resources Office to request a flu vaccine voucher. These vouchers can then be taken to the Passport Health Office located at 30 North Michigan Avenue where for \$25 Roosevelt employees and students can receive their flu shots.

## HR Headlines

Benefits Corner ~

- Spectera Vision has changed their brand name to UnitedHealthcare Vision. There is no change to your benefits or provider network. Members can still contact customer service at 1-800-638-3120. The new website is [www.myuhcspecialtybenefits.com](http://www.myuhcspecialtybenefits.com).

Please remember that ID cards are not provided for the vision plan. When making appointments with your provider, simply mention that you have UnitedHealthcare Vision coverage. You will be asked to provide your identification number, the patient's name and date of birth in order to receive the services.

- Are you a member of UniCare's Advocate Physician Partners? There is a great website with tools for you to use in gathering the latest information on the following topics: asthma, blood pressure, cholesterol, diabetes, heart disease, mental health, and smoking cessation. Log in to [www.advocatehealth.com/healthyliving](http://www.advocatehealth.com/healthyliving) for the latest information, nutrition facts, weight management, exercise tips, and more.
- TicketsAtWork.com offers entertainment discounts for Roosevelt University employees. The October monthly flyer lists lots of great discounts for you and your family. These offers are not available to the general public. For example, Legoland Discovery Center tickets are available for \$18.00 instead of \$35.70. Buy 1 adult admission and get 1 child ticket free! Please log in to [www.ticketsatwork.com](http://www.ticketsatwork.com) and create a new account. The company code is ROOS.

Retirement Planning Corner ~

Due to the recent volatility of the financial world, both TIAA-CREF and Fidelity Investments have reached out to us to assure members of their financial strengths and stability. For specific information, please access the vendors' websites for the latest details and messages from their representatives:

TIAA-CREF - [www.tiaa-cref.org](http://www.tiaa-cref.org)

Fidelity Investments – [www.fidelity.com](http://www.fidelity.com)

**Fidelity Investments** sent an e-mail today regarding Money Market Accounts and the current conditions. Please read the attached [link](#) and contact Fidelity if you have any questions.

## **Please Be Careful**

### **Winter Carbon Monoxide Safety Reminder**

(Article reprinted from Sacramento Metropolitan Fire District safety tips website)

When the weather outside is frightful, a fire is so delightful, but fire department officials urge caution when heating your home this season. Increased use of home heating and combustion appliances during the winter months introduces added risks for *carbon monoxide poisoning* to you and your loved ones. To learn more, click on

<http://www.smfd.ca.gov/carbonmonoxide.htm>.