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Welcome to Human Resources

Syracuse University is a great place to teach, conduct research, and work. Whether you are part-time staff or f faculty, the Office of Human Resources is dedicated to providing you with the services, information, and suppc to succeed at SU. For more information about HR and what we do, contact the HR Service Center at (315) 44 or email hrservic@syr.edu.

NEWS AND ANNOUNCEMENTS

Submit 2016 FSA Claims by April 30

Remember to submit any 2016 expenses to WageWorks for your eligible dependent care and health care fle spending account by April 30, 2017 for expenses incurred by December 31, 2016.

Unused funds in your 2016 dependent care care FSA will be forfeited if they are not claimed by the April 30 If you have unused funds in your 2016 health care FSA, WageWorks will rollover up to $500 to your 2017 FS amounts over $500 will be forfeited.

You can review eligible expenses and download claim forms at www.wageworks.com and review more inforr humanreseources.syr.edu/fsa. You can also submit claims online or using the EZReceipts mobile app for iO Android. Contact WageWorks toll-free at 1.877.924.3967 with any questions.

Andrew Gordon Office Hours Schedule Update

Please note that previously scheduled office hours for Wednesday, February 15, 2017 will not be held. Offic will resume, as scheduled, on Wednesday, February 22. If you wish to contact Gordon prior to February 22, contact Stephanie Irwin at 315.443.6311 or email smirwin@syr.edu.

As a reminder, Gordon holds open office hours Wednesdays from 9 a.m. to 1 p.m. in his office at 434 Crouse Hall.

2016-17 Winter Break/Green Days Operating Schedule

The University will be operating under its “Green Days” format for the Winter Break period from 5 p.m. on Th December 22, 2016 through Monday, January 2, 2017. Beginning at 5 p.m. Thursday, December 22, all Uni buildings will operate on a reduced occupancy schedule; the buildings will return to normal occupancy schec Tuesday, January 3, 2017.

The following University web pages provide information on Winter Break/Green Days services and resources

- University services available during Winter Break/Green Days: http://news.syr.edu/winterbreak/
- HR Winter Break/Green Days information: http://humanresources.syr.edu/winter-schedule/
- Winter Break/Green Days FAQ: http://humanresources.syr.edu/green-days-faq/

Thank you for your continued support of the University's sustainability initiatives.

Dependent Tuition Presentation is November 8

Benefits-eligible employees with children approaching college age can learn more about Syracuse University's Dependent Tuition Benefit at a presentation Tuesday, Nov. 8, at noon in Schine Student Center in Room 304.

Whitney Karl, human resources shared services representative, will provide an overview of the University's three dependent tuition programs: SU Tuition Waiver, Cash Grant and Tuition Exchange. The brief presentation will be followed by time for questions and answers. American Sign Language (ASL) interpretation and Communication Access Realtime Translation (CART) will be available.

There is no need to register, but those attending are encouraged to review the **Dependent Tuition Benefits** online. Employees also may want to review the University's **Dependent Tuition Policy.**

If you have questions or would like more information, please contact HR Shared Services at 315.443.4042 or **hrservic@syr.edu**.

New York State Election Law

Section 3-110. Time allowed employees to vote.

1. If a registered voter does not have sufficient time outside of his working hours, within which to vote at any election, he may, without loss of pay for up to two hours, take off so much working time as will, when added to his voting time outside his working hours, enable him to vote.
2. If an employee has four consecutive hours either between the opening of the polls and the beginning of his working shift, or between the end of his working shift and the closing of the polls, he shall be deemed to have sufficient time outside his working hours within which to vote. If he has less than four consecutive hours he may take off so much working time as will when added to his voting time outside his working hours enable him to vote, but not more than two hours of which shall be without loss of pay, provided that he shall be allowed time off for voting only at the beginning or end of his working shift, as the employer may designate, unless otherwise mutually agreed.
3. If the employee requires working time off to vote he shall notify his employer not more than ten nor less than two working days before the day of the election that he requires time off to vote in accordance with the provisions of this section.
4. Not less than ten working days before every election, ever employer shall post conspicuously in the place of work where it can be seen as employees come or go in their place of work, a notice setting forth the provisions of this section. Such notice shall be kept posted until the close of the polls on election day.

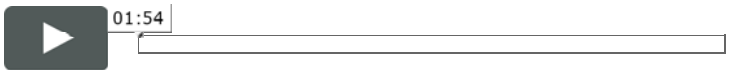
Choose Your Benefits for 2017 During Open Enrollment

Open Enrollment 2016 is October 31 – November 11 through MySlice. This is the only time of year when faculty, staff and other eligible individuals may elect or change their coverage for many benefits, unless they undergo a qualifying life event. Check out the Open Enrollment video that highlights what you need to know regarding benefits for 2017. It takes less than 2 minutes! This and other benefit news and information is available on the new Open Enrollment website.



Open Enrollment 2016

from **Syracuse University News**



Open Enrollment 2016 from **Syracuse University News** on **Vimeo**.

PDF/Text version of 2017 video overview

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