

HR Polytechnote

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The Division of Human Resources Hosts 9th Annual Retiree Day Luncheon



The 9th Annual Retiree Day Luncheon was held at the Heffner Alumni House Tuesday, September 23rd. One hundred and twenty people, including some cabinet members and vendors, attended the luncheon.

Opening remarks and an update on new construction projects were given by Curtis Powell, Vice President for Human Resources. Displays of the Biotechnology Center and EMPAC renditions lined the Heffner Alumni House. CDPHP and MVP provided educational sessions for seniors in the areas of cholesterol and blood pressure testing.

To view additional photos from the event, visit the Division's website at <http://www.rpi.edu/dept/hr/index.html>.



OPEN ENROLLMENT

The Division of Human Resources is diligently working behind the scenes with our consultant and discussing with our vendors strategies for plan design, co-payment options, and service delivery. Our goal is to continue offering you an extremely comprehensive, competitive and affordable benefit plan for 2004, just as we have in the past.

Stay tuned for more! This month we will finalize our plans for calendar year 2004 and will give you more details on changes including, cost, plan design, co-payments and deductibles and how the changes will affect you, your coverage and the costs.

Retiree Recognition

Thomas Griffin, Visual Production Specialist
Communication and Collaboration Technology



2003

The Annual Benefits Fair will be held on Friday November 7

in the Heffner Alumni House

November 7, 2003 also kicks off the annual Wellness Program



UPCOMING PROFESSIONAL DEVELOPMENT PROGRAM SCHEDULE

Topic	Date/Time	Location
Valuing Differences	October 15, 2003 1:00pm to 3:00pm	Hartford Room 300
Time Management	October 22, 2003 1:00pm to 3:00pm	Troy – HAH Dining Room
Successful Communication	October 29, 2003 1:00pm to 3:00pm	Troy – HAH Dining Room
Basic Principles for a Collaborative Workplace	October 29, 2003 8:30am to 12:30pm	Hartford Room 325
Gaining Commitment to Preset Goals	November 19, 2003 8:00am to Noon	Troy – HAH ACC
Finding Opportunities for Improvement	October 14, 2003 1:00pm to 5:00pm	Troy – HAH Dining Room
Basic Principles for a Collaborative Workplace	October 28, 2003 1:00pm to 5:00pm	Hartford Room 401

More information about the programs offered and the schedule can be found at the HR web page.



BROWN BAG LUNCH SERIES

The next Brown Bag session will be held at the Rensselaer Union in the Phalanx Room #3502 on Thursday, November 13, 2003.

The topic for discussion will be how to use the Performance Management Tool. The session will begin at Noon and conclude at 1pm. If you would like to attend, please send your registration via email to Beverly Pruitt at pruitb@rpi.edu no later than November 6, 2003. Space will be available for the first ten supervisors who e-mail their reservation. The brown bag lunch will be provided by the Division of Human Resources and will consist of a sandwich variety with chips, cookie, fruit, and a beverage.



NAME CHANGES

If you wish to change your name on your employment records, a copy of your Social Security Card is required to verify the legal name change and ensure that your name appears correctly on payroll records and on social security tax records. The Name/Address Change Form is available through the HR webpage at: <http://www.rpi.edu/dept/hr/forms/NameAddrChange.pdf>.

COMING SOON

Beginning October 15th you will be able to complete additional Environmental Health and Safety Courses on line. HR(EHS) Hazards Communications/RCRA and HR(EHS) Laboratory Safety will be available on line.



As a result of the tremendous interest shown in Rensselaer's *Professional Development Program* and the associated on-line Learning Management System, *Traincaster*, by Faculty and Staff members of the Institute, the Division of

Human Resources would like to announce the following scheduling enhancement to the *Traincaster* system: In order to ensure that appropriate facilities and presentation materials are available for each session, pre-registration is now required for all of the courses in the *Professional Development Program*, including the Management Development Series, Staff Development Series and Environmental Health and Safety courses.

To register for **Environmental Health and Safety courses** (denoted by HR(EHS) in the course title) select the course desired from the assigned course curriculum on the "My Traincaster" page or from the course catalog. Under the "Classroom Option" section select "Register for Class." Choose the date and time for the class in which you would like to attend and select "Register." A prompt will ask if you are sure that you want to register for this class. By selecting "yes" you are automatically registered for the class.

To register for **Management Development Programs, Staff Development Programs, and Focused Workshops** (denoted by HR(MD), HR(SD), and HR(FW) in the course title) complete the same process as required for registration for the Environmental Health and Safety courses. In addition, a *Professional Development Program* hard copy registration form must be completed and submitted to Human Resources. This form, as well as submission instructions and the related course fees can be reviewed on the Human Resources web-site at <http://www.rpi.edu/dept/hr/pubs/prodevcatalog.html>

Questions concerning the registration process or Professional Development Program should be directed to: Beverly Pruitt, Director of Employee Relations and Development at extension 6038 or pruitb@rpi.edu; or Will Fahey, Training and Program Development Specialist at extension 2318 or faheyw@rpi.edu

The 2004 Annual Open Enrollment Period will begin Friday, November 7, 2003 and will continue through Friday, November 21, 2003.

Payroll Schedules

Semi-Monthly	
Check	Pay Period
10/31/03	10/16-10/31
11/14/03	11/01-11/15
11/26/03	11/16-11/30



Bi-Weekly	
Check	Pay Period
10/21/03	09/27-10/10
11/04/03	10/11-10/24
11/18/03	10/25-11/07