



From time to time really exciting things happen at CPAESS and we will be sending you news splashes to keep you up to date!

Dear CPAESS Staff,

We have some important HR information for you concerning virtual training and information sessions for Open Enrollment and SMART goals. We are delighted to announce that UCAR Human Resources has created special meetings for UCAR staff outside of Boulder. As some of your benefits aren't exactly the same as those in Colorado, we are happy to offer you information specific to your particular locations.

Open Enrollment

Once a year you have the opportunity to evaluate your benefit options and enroll or re-enroll for coverage. During this time, you can enroll in benefits, change your current elections, and add or remove dependents. To keep your Flexible Spending Account (FSA) or Health Saving Account (HAS) for the next calendar year, you must re-enroll each year as they do not automatically roll over. (Please note you can only open and contribute to the HAS if you're enrolled in the Cigna High Deductible Health Plan.)

For this year, Open Enrollment begins on Monday, November 4, 2019 and ends on Monday, December 2, 2019 at 5:00pm Mountain Time.

The two virtual meetings that have been arranged with UCAR HR are:

November 11th for everyone in the D.C. area (10:30 EST/8:30 MT)

TBD Google Hangouts link

November 19th (10:00 MT) for everyone else outside of Boulder and D.C.

TBD Google Hangouts link

Attached is a pdf of step by step instructions regarding Open Enrollment in Workday. If you have questions or technical problems with your enrollment, please contact hrbenefits@ucar.edu. For general questions concerning Open Enrollment please contact Laurie Carr at lcarr@ucar.edu.

SMART Goals

As you may know, a component of Workday is the Performance Evaluation quarterly check-ins concerning your SMART goals. Please plan on entering 2-5 goals for the 2019-20 work cycle before April 1, 2020. These goals are important guideposts for CPAESS, and for our non-Boulder staff, these need to be developed in concert with the goals of the federal agency that you work within. Please consult with your federal host to ensure this is the case.

This process does not pertain to visitors, postdoctoral fellows, and casuals. These goals can be updated throughout the year as needed. We recommend that you record your accomplishments as they occur throughout the year via the quarterly check-in task in your Workday inbox.

In order to help you learn how to enter these goals into Workday, and how to set up your SMART goals, HR has set up Workday trainings. These demonstrations will show you how to enter goals to complete your quarterly check-ins in Workday, as well as how you set up your goals in the SMART format (Specific, Measurable, Achievable, Relevant, and Timebound).

Three Google Hangouts sessions have been organized for employees who work off the UCAR/NCAR campus. Please choose one to participate in via the Google Hangouts link next to them. They will be:

Tuesday, Nov. 7 from 10:00 - 11:30 AM MDT

meet.google.com/irj-vbru-aat Or dial: +1 614-758-9231 PIN: 126007#

Monday, Dec. 2 from 2:00 - 3:30 PM MDT

meet.google.com/cjo-wscw-xyp Or dial: +1 336-515-0134 PIN: 165435#

Thursday, Dec. 12 from 2:00 - 3:30 PM MDT

meet.google.com/zeg-xqgm-bcm Or dial: +1 484-998-0647 PIN: 941774#

Thank you very much!

Add attachment