

# HUMAN RESOURCES ADVISORY COMMITTEE

## Meeting Materials

Thursday, January 26, 2023  
2:15 PM to 3:15 PM

144 Graff Main Hall  
University of Wisconsin-La Crosse  
1725 State Street  
La Crosse, WI 54601  
& via [MS Teams](#)

- A. Calling the Roll
- B. Review of Minutes from December 19, 2022
  - a. [Recording available here](#)
- C. Human Resources Program Spotlight: Employee Accommodation Requests and Process
  - a. Presenter: **Anna Mayer**, Leave & Worker's Compensation Specialist | [amayer@uwlax.edu](mailto:amayer@uwlax.edu) | 608.785.8629
- D. Administrative Transformation Program (Workday Transition) Updates
- E. UW System Human Resources / System-Wide Announcements
  - a. Mandatory Compliance Policy Change
  - b. America Saves Week!
  - c. Proposed UW System-Wide Supervisor Training
  - d. Updated UWL Human Resources Accountability Dashboards
- F. Human Resources General Updates
  - a. BP Logix Employee Action Form Automation Updates
  - b. New Employee Onboarding Program
  - c. Supervisor Training Program
  - d. Review News from UW System and UWL Human Resources
- G. Continued Conversation on the Employee Engagement Survey
- H. Continued Discussion on Low-Cost/No Cost Solutions to Enhance Employee Engagement & Satisfaction
  - a. Updates on HR's progress at implementing the previous discussion items
    - i. Service Anniversary Recognition
    - ii. Of the Months
  - b. Discussion on Employee Mental Health and how to assist
- I. Employee Metrics & Reports
- J. UW System Administrative Policy Actions for current and previous month

## Administrative Transformation Program (Workday Transition) Updates

### REQUESTED ACTION

ATP will be a standing informational item for the Human Resources Advisory Committee (HRAC). No action is needed at present, simply an awareness of this System-wide project that will have impacts to all operational areas of Human Resources and People Management. Please communicate to your constituencies as appropriate.

### SUMMARY

ATP is dedicated to standardizing finance, human resources, and research administration business processes and implementing Workday and Huron Research Suite, integrated, cloud-based technology systems, at all UW System campuses. The result will be a more resilient administrative environment that advances the UW's mission of research, teaching, and outreach.

#### *ATP – Overall*

ATP is more than just the Workday transition (from PeopleSoft, our current, enterprise-wide, payroll and finance software program). It brings together projects for data warehousing/management, document imaging and storage, consolidating (or integrating) ancillary software systems, and standardizing business processes system wide.

#### *Portfolio Model*

The Portfolio Model breaks each of the project priorities into independent structures that are focused, yet connected, to the overall implementation of all ATP priorities. (See slide deck for additional information).

#### January 26, 2023, ATP Updates

Over the past month, various campus stakeholders, including the areas that will be most affected by the ATP transition, (Human Resources, Business Services, Information Technology Services, Records & Registration, Research & Sponsored Programs, Budget Office), met to estimate the total impact the ATP project is expected to have on current employees within those units. The UW System has pledged to provide additional financial or personnel support to the campuses during the implementation and data validation/clean up phase of the project. The information provided by the campus units will help guide the size and scope of the support from UW System.

Beginning in January 2023, the Human Resources modules are being showcased to the Human Resources stakeholders in what is being called “Customer Confirmation” sessions. These sessions allow for all UW System Human Resource Offices to see the developed modules and provide final input in the design/development phase.

### Presenter

- John Acardo, Chief Human Resources Officer

## **BACKGROUND**

Over the years, campuses across the UW System have relied on outdated, disconnected technology and supplemental systems to complete vital administrative processes and tasks. This has created security risks, limits our access to reliable data, increases staff burden, and hinders UW from fulfilling its mission.

The Administrative Transformation Program aims to reverse this trend.

ATP is dedicated to standardizing finance, human resources, and research administration business processes and implementing Workday and Huron Research Suite, integrated, cloud-based technology systems, at all UW System campuses. The result will be a more resilient administrative environment that advances the UW's mission of research, teaching, and outreach.

To make this possible, ATP is guided by those who know best: UW's dedicated faculty and staff. We work closely with subject matter experts from all UW System campuses every step of the way, from business process redesign through validation, implementation, and support.

### **Related Policies**

- N/A

### **ATTACHMENTS & RESOURCES**

- [Administrative Transformation Program Portfolio Presentation and Organization](#)
- [Administrative Transformation Program Website](#)
- [View the Readiness Workshop Webpage, Previous Webinars, and Previews](#) (Requires UWL Log In)
- [ATP Resource Center for Functional Leads](#) (Requires UWL Log In and security permission)

## UW System Human Resources/System-Wide Announcements

### REQUESTED ACTION

Please communicate to your constituencies as appropriate.

### SUMMARY

#### Mandatory Compliance Training

UW System has proposed several updates to the Mandatory Compliance Training policy under which employees must comply to be eligible for Pay Plan. The links below provide the current draft proposal, but key highlights include (both included and discussed to be included):

- Updates to definitions of new employees and rehires.
- Defines 'waivers' for when someone may be excused from the training, (e.g., exposing an employee to additional trauma based on the type of training).
- Standardizes the timeline for the annual training requirements, to occur each March.
- Outlines how other required trainings should be administered, (either by the campus or UW System), for example, FERPA training, etc.
- Defines and creates an escalation and notification process for employees and supervisors to ensure the training is completed.

#### America Saves Week!

February 27, 2023 – March 3, 2023

America Saves Week is a national campaign that is co-sponsored by America Saves and the American Savings Education Council. It encourages individuals and families to save money and build personal wealth. Take the Pledge today and commit to reaching your savings and debt reduction goals!

UW 403(b) Supplemental Retirement Program (SRP) providers (Fidelity and TIAA), Wisconsin Deferred Compensation (WDC) 457 Program provider (Empower), Employee Assistance Program (EAP) provider (Kepro), Wisconsin's College Savings Program provider (Edvest), UW Credit Union, and Summit Credit Union will be providing system-wide webinars. All events aim to educate employees on a variety of financial wellness topics. Employees are welcome to as many events as they choose.

#### Proposed UW System-Wide Supervisor Training

Over the past several months, the Chief Human Resources Officers for the UW System institutions have been discussing adopting a System-Wide supervisor training program which would be based off of the current UW-Madison model. This model currently is a multi-day workshop which helps managers increase their competencies, effectiveness, and practice related to the 'soft skills' of management, employee feedback, and communications.

### Presenter

- John Acardo, Chief Human Resources Officer

### **BACKGROUND**

Monthly, the Chief Human Resources Officers for all UW System institutions meet to discuss important issues and changes occurring within the UW System. The key highlights and important employee impacts will be shared with the HRAC.

### **Related Policies**

- N/A

### **ATTACHMENTS & RESOURCES**

- [Proposed, draft of the updated Mandatory Compliance Training](#)
- [Link to America Saves Week information](#)
- [Proposed Project Proposal for the UW-System Wide Supervisor Training Program](#)
- [Addendum and Proposed Costs for the UW-System Wide Supervisor Training Program](#)

## Human Resources General Updates

### REQUESTED ACTION

Please communicate to your constituencies as appropriate.

### SUMMARY

#### BP Logix Employee Action Form Automation Updates

As a brief update on the deployment of the EAF BP Logix form, Human Resources has now engaged division Business Managers, the Budget Office, and various other heavy users of the EAF process to test and provide feedback. In addition, announcements have been made at the December 27, 2022, Business Manager Meeting as well as the Chair Workshop on January 12, 2023 about the forthcoming change in process. The tentative 'go live' date for this form to campus is early February.

#### New Employee Onboarding Program

The New Employee Onboarding program was met with much success and appreciation from campus presenters. The event was held on January 25, 2023, and so far, the feedback has been positive! Human Resources will share the full feedback at the next HRAC meeting.

#### Supervisor Training Program

On February 21, 2023, Human Resources will soft-launch the Supervisor Training Program with selected Administration & Finance Units. The aim is to provide the full program and solicit candid feedback to help refine the program further before deploying to the greater campus community in early Summer 2023.

#### Updated UWL Human Resources Accountability Dashboards

In January 2023, UWL Human Resources simplified and made easier to access the Accountability Metrics. Visit: <https://www.uwlax.edu/human-resources/services/data/reports-and-queries/accountability/> to view the more simplified view of information and the new reporting dashboard on key performance indicators on employment and equity metrics.

#### UWL and UW System News & Information

UWL Human Resources has included the following information either in our Newsletters or on the [News Story page](#).

- [ETF Learning Opportunity/Update – February & March 2023 Webinars](#)
- [W-2 Forms are Now Available](#)
- [Rethink Your Drink Challenge](#)
- [ETF Publishes Annual Comprehensive Financial Report for 2021](#)
- [WREA: Wisconsin Retired Educators' Association](#)

### Presenter

- John Acardo, Chief Human Resources Officer

**BACKGROUND**

This is a standing item on the HRAC agenda. This section provides important updates on UWL Human Resource operations as well as provides information on UW System related news.

**Related Policies**

- N/A

**ATTACHMENTS & RESOURCES**

- N/A

## Continued Conversation on Employee Engagement Survey

### REQUESTED ACTION

It is requested that Shared Governance provide Christa Kiersh and John Acardo 20-30 minutes at a meeting in early Spring 2023 to review the Engagement Survey results and share the feedback of the HRAC.

Feedback is requested from the HRAC and Shared Governance on any ideas in which HR can assess and/or help champion for improving engagement and satisfaction for employees.

### SUMMARY

In September 2022, UWL launched its second iteration of the Employee Engagement Survey which measures engagement in several key dimensions, but also provides employees the opportunity to comment and report on satisfaction issues.

The HR Advisory Committee, (HRAC), is requested to review this information, provide feedback, and in consultation with their respective governance group, solicit feedback, ideas, and conversation about how the university can aid in continuing to improve employee morale, satisfaction, and engagement.

During this item, the HRAC will discuss the results, and gain any additional insights from the data. The HRAC can also suggest modifications or additions to the formal, final report that will be presented to campus and campus leadership.

### Presenter

- Christa Kiersh, Associate Professor of Management
- John Acardo, Chief Human Resources Officer

### BACKGROUND

Employee engagement refers to the connection employees feel with their jobs, how invested employees feel in the success of their work teams and organization. Research has found that engaged employees get more satisfaction and fulfillment from their work, are less likely to quit, and are more likely to 'give their all' at their jobs.

In Spring 2018, UWL employees responded to our first Employee Engagement Survey. This survey is on a bi-annual cycle. Due to COVID, the survey was delayed and will be presented to employees in Fall 2022.

This survey provides an opportunity for faculty and staff to identify UWL's strengths and opportunities for improvement as a workplace. Part of the 'Investing in our People' strategic initiative, the primary goal is to use your responses to enhance our work lives and UWL overall.

### Related Policies

- N/A



## **ATTACHMENTS & RESOURCES**

- [Current draft of the 2022 Employee Engagement Survey Report](#)
- [Side by side comparison of the raw metrics from 2018 and 2022](#)
- [HR's Information page on the Engagement Survey](#) (Includes the 2018 report)

## Discussion on Low-Cost/No Cost Solutions to Enhance Employee Engagement & Satisfaction

### REQUESTED ACTION

For discussion during the January 26, 2023, HR Advisory Committee Meeting.

### SUMMARY

Bridging the conversation from the December 5, and the December 19, 2022, HRAC meeting as well as the conversation from the Academic Staff Council meeting on December 12, 2022, Human Resources is proposing and asking for feedback and ideas from our governance colleagues on Low-Cost/No Cost solutions/ideas that can be assessed for deployment to help improve employee morale, engagement, and satisfaction.

#### *Current Solutions List*

- [Faculty: Recognizing Excellence](#)
- [Eagle Teaching Excellence Award](#)
- [Faculty Research Award for Extraordinary Service](#)
- [Academic Staff Council Professional Development Grant](#)
- [Academic Staff Council Program Excellence Award](#)
- [Academic Staff Council Staff Excellence Award](#)
- [University Staff Professional Development Grant](#)
- [University Staff – Staff Excellence Award](#)
- University Staff Service Anniversary Awards
- Other?

#### *Employee Perks & Discounts*

Proposal: UWL Human Resources, in collaboration with UWL Community Engagement propose to engage Viterbo University and Western Technical College to partner with the other two institutions of higher education in the area to then visit with local and community businesses to develop a local discount/perk program. UWL Human Resources also proposes to search for other free to access discount providers and publish them on a central website to be made available to UWL employees on the HR Website. For example, [www.id.me](http://www.id.me).

**January 26, 2023, Update:** Human Resources has made outreach to Viterbo and Western Technical College Human Resource Departments to find time to meet and discuss further.

#### *Employee Volunteering & Service*

Proposal: UWL Human Resources, in collaboration with UWL Community Engagement propose to develop a process through which employees can engage in community service or volunteer service throughout the community and to message opportunities to current UWL employees.

#### *“Of the Months” and Other Service Recognition*

Proposal: UWL Human Resources proposes to track, notify, and work with supervisors, Division heads, Vice Chancellors, and the Chancellor in recognizing, in person major service milestones

of UWL employees. Open for discussion, what type of awards would be interested/encouraged by employees?

Proposal: Develop a 'spot' recognition program to identify when employees have achieved greatness in their work, professional career, or to be recognized by peers or members of the community for outstanding service.

**January 26, 2023, Update:** Human Resources has requested a quote for Service Anniversary Lapel Pins. Currently targeting March 2023 to begin the formal recognition by the Chancellor and Vice Chancellors to, in person, recognize the service awards.

In addition, Human Resources has begun meeting with Lisa Klein in the Community Engagement Office to find ways in which community volunteering can be incorporated and promoted to fulfil the need for more social responsibility from employees.

#### Wellness & Well-Being Offerings

Proposal: UWL Human Resources has applied for a grant which they will use to provide employees several "Brunch" and learn opportunities; a campus-wide scavenger hunt to encourage walking/physical activity; wellness bingo; and other wellness-related challenges that allow for the gifting of door prizes to employees.

**January 26, 2023, Update:** Jennifer Wiesjahn and Anna Mayer have implemented the 2023 Wellness program and employees can expect communications via email throughout the year. In addition, Mayo Clinic has partnered with UWL Human Resources to roll out their *Wellness Journey* program to campus.

#### **Presenter**

- John Acardo, Chief Human Resources Officer
- Alyssa Balboa, Associate Director for Human Resources
- Kayle Schoville, Lead HRIS Analyst

#### **BACKGROUND**

The University of Wisconsin-La Crosse faculty and staff are recognized and rewarded for their contributions to the mission, vision, and values of The University of Wisconsin-La Crosse. Our faculty and staff fulfill a vital role in the teaching of the brightest students, attracting and retaining outstanding faculty and staff and leading the way in the UW System. UWL values the importance of recognizing the contributions and commitment of its community.

#### **Related Policies**

- [Chapter 8 of the UWS Code](#)
- [UW System Administrative Policy 330 - Prizes, Awards, and Gifts](#)

#### **ATTACHMENTS & RESOURCES**

- [UWL Human Resources Recognition Toolkit Page](#)
- [UWL Human Resources Kudos Page](#)

## Employee Metrics & Reports

### REQUESTED ACTION

No action requested. This is for informational purposes only.

### SUMMARY

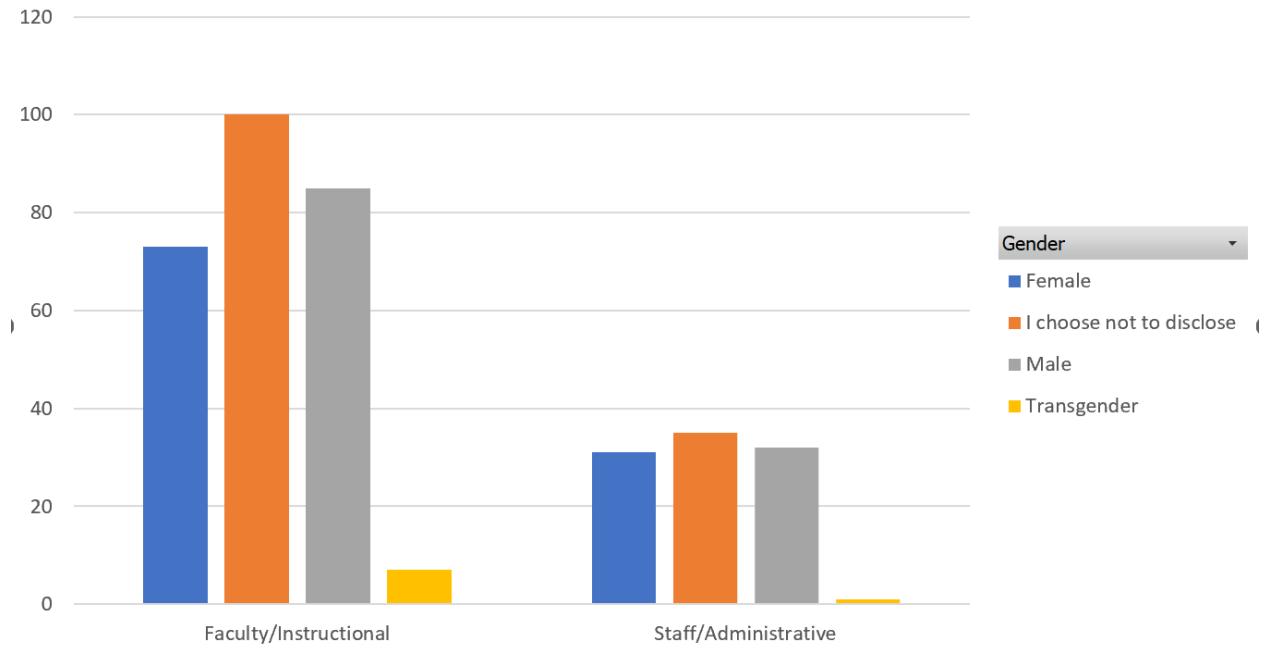
At each HR Advisory Committee meeting, Human Resources will display the previous month's Employment activity, recruitment activity, and quarterly will report on headcount/separations.

#### *Employment Activity for December 2022*

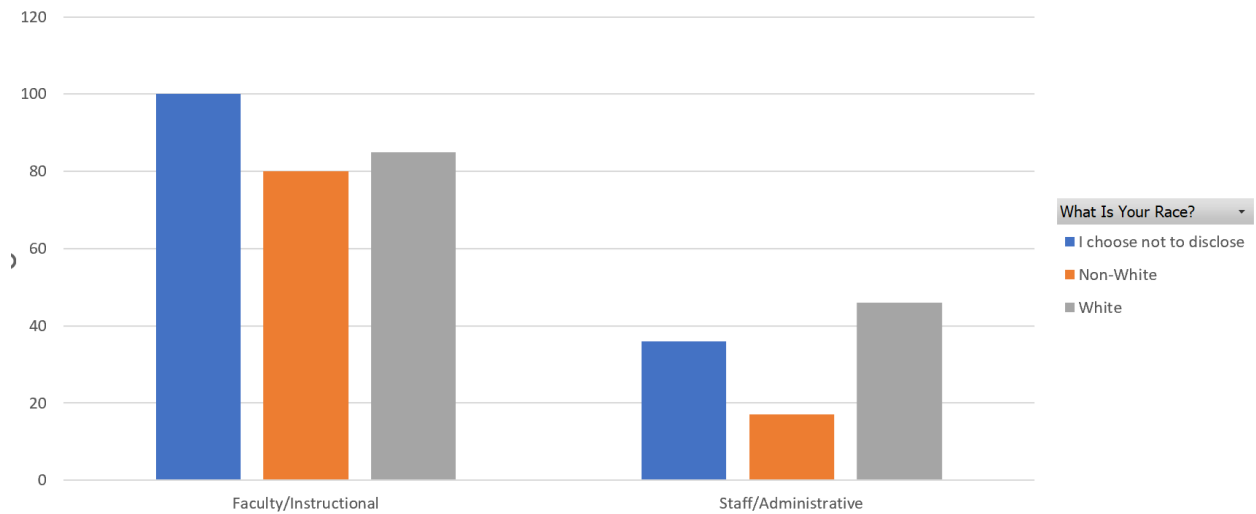
	Employee Classifications										Totals
	AS	CJ	CL	CP	ET3	FA	LI	OT2	SA5	SH	
Data Change	80	1	6	1		3			1	23	115
BN Eligibility Update	4	1				3					8
Change Expected Job End Date	66		6							4	76
Change Prob End Date-ProbEnded				1							1
FICA Status Update									1	18	19
Foreign Natl-Income Code/FICA										1	1
Job Data Update Misc	5										5
WRS Lookback	5										5
Hires, Rehires, Xfrs	13	2	3	5	1	13	1			49	87
Lateral	2			1							3
Original/New Hire	11	2	3	3	1	13				47	80
Promotion				1			1				2
Terminated In Error										2	2
Paid Leave of Absence	2			1							3
FMLA-Continuous	1										1
FMLA-Intermittent	1			1							2
Pay Rate Change										64	64
Student Help Rate Change										64	64
Position Change	8			1		1			2		12
Change FTE - Perm - Voluntary	3								1		4
Change Reports To	5			1		1			1		8
Return from Leave	1			2		4		1			8
Return From Leave	1			2		4		1			8
Short Work Break	1										1
Seasonal Break	1										1
Termination	17	1	2	7		22	2	1	2	104	158
Cancelled		1		1							2
End of Demand - SH/TE Only										4	4
Fixed-Terminal	12		2			22			1	97	134
Resignation	5			5			1		1	3	15
Retirement				1			1	1			3
<b>Grand Total</b>	<b>122</b>	<b>4</b>	<b>11</b>	<b>17</b>	<b>1</b>	<b>43</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>240</b>	<b>448</b>

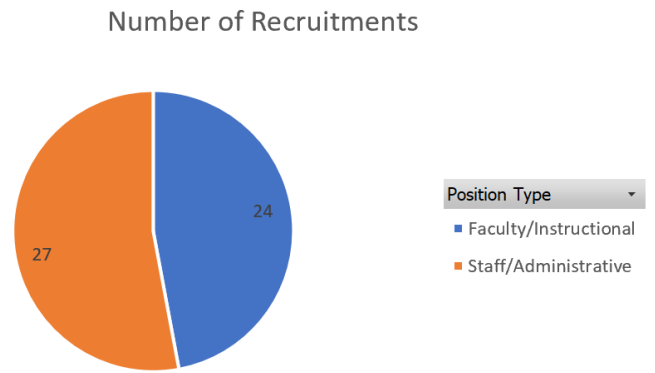
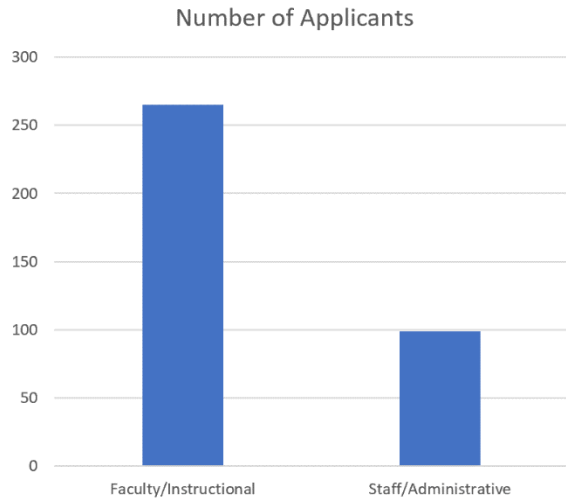
Recruitment Activity for December 2022

Recruitment Demographics Gender:



Recruitment Demographics Ethnicity:





**Presenter**

- John Acardo, Chief Human Resources Officer

**BACKGROUND**

N/A

**Related Policies**

- N/A

**ATTACHMENTS & RESOURCES**

- [UWL Human Resources Accountability Dashboard](#)
- [Calendar Quarter Four EAP Utilization Report](#)

## **UW System Administrative Policy Actions for current and previous month**

### **REQUESTED ACTION**

Please review and communicate applicable changes to your governance group for comment to UW System Administration.

### **SUMMARY**

The HRAC will review the current month's Policy Development Proposals and review the previous month's effective policies.

- [December 2022 SYS Policy Distribution, December Policy Action Summary, and Q3 SYS Policy Preview](#)
- [SYS 1277.B Distribution and SYS 346 Comment Deadline Extension](#)
- [January 2023 Policy Distribution, SYS Policy Approval Notice, and Effective Dates Reminders](#)

### **Presenter**

- John Acardo, Chief Human Resources Officer

### **BACKGROUND**

UW System Administrative Policies and Procedures (SYS) are applicable systemwide and cover academic, financial, and general administration issues. The University Personnel System (UPS) Operational Policies, integrated as the SYS 1200 series, provide the framework for UW universities, other than UW-Madison, to extend the UW Board of Regents' authority to the university workforce. The SYS policies and procedures provide specific direction to UW System universities and are central to the governance of the UW System.

Monthly, UW System Administration issues recommend changes to or introduction of UW System Administrative Policies. Over a 30-day period, the process allows for comments on the proposals before they become 'effective'.

### **Related Policies**

- [UW System Administrative Policy Process and Development](#)

### **ATTACHMENTS & RESOURCES**

- N/A