

HUMAN RESOURCES ADVISORY COMMITTEE

Meeting Materials

Thursday, March 23, 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 Recording from January 26, 2023
 - a. [Recording available here](#)
 - b. No meeting was held on Feb. 23, 2023
- C. Human Resources Program Spotlight: The Reappointment Process
 - a. Presenter: **Kayle Schoville**, HRIS Lead | kschoville@uwlax.edu | 608.785.8013
- D. Administrative Transformation Program (Workday Transition) Updates
 - a. HR Data Validation Begins
 - b. Customer Confirmation Sessions Wrap-Up
- E. Human Resources General Updates
 - a. BP Logix Employee Action Form Automation Updates
 - b. Review News from UW System and UWL Human Resources
- F. Updates on Low-Cost/No Cost Solutions to Enhance Employee Engagement & Satisfaction
- G. Employee Metrics & Reports
- H. 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).

March 23, 2023, ATP Updates

The design and architect phases have now concluded, and the HR modules will begin data validation and testing of the employment data that will be loaded into the new Workday program. This testing is expected to last through June 2023.

Online Readiness Watch Sessions

Monthly, the ATP Readiness Group will be presenting on key changes and giving an in depth deep dive and review to a key area of the Workday tool. Visit [the Readiness Workshop Webpage, Previous Webinars, and Previews](#) for more information.

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)

Human Resources General Updates

REQUESTED ACTION

Please communicate to your constituencies as appropriate.

SUMMARY

BP Logix Employee Action Form Automation Updates

BP Logix has entered the final phases of testing and Business Managers have had an opportunity to review, test, and provide feedback. The next step is to incorporate much of that feedback into the form and then to launch the new automated form. UWL Human Resources will develop a timeline for communications and training.

Review News from UW System and UWL Human Resources

Annual Outside Reports of Activities

This annual requirement for employees to report outside activities for which they receive remuneration or have associations related to their areas of professional responsibility is pursuant to [Chapter UWS 8](#) of the Wisconsin Administrative Code.

Employees required to complete the OAR are **scheduled to receive an email April 3, 2023, with instructions and resources for completing it.** Failure to complete and submit the OAR by April 30, 2023, will be considered non-compliant and may impact eligibility for pay plan and merit-based wage increases.

Employees required to complete the OAR, who have no outside activity to report, must still complete the OAR.

For OAR resources and guidance: [OAR Web Page](#)

Updated State Group Life Insurance Premiums Effective April 1, 2023

State Group Life Insurance premium rates will increase for most age categories effective April 1, 2023. There is no change to the premium rates for Spouse and Dependent coverage.

View Your Updated Premium

Employees who are currently enrolled in the State Group Life Insurance program can view their updated 2023 premium in their [Personalized State Group Life Insurance Premium Notice](#). Any change in premium will be reflected on the March 23, 2023, paycheck.

Annual Premium Update

In addition to the premium rate increase, your State Group Life Insurance premium may also change effective April 1, 2023, if either or both your age category and salary have changed since April 1, 2022. Coverage levels are based on:

- Your highest calendar year of eligible earnings,
- Your age as of April 1 each year, and
- Your elected coverage level(s).

The UW System contributes towards the cost of your State Group Life Basic and Supplemental Insurance coverage. You pay the full cost of Additional, Spouse and Dependent coverage.

Questions

Review the [2023 State Group Life Insurance premiums](#).

For general plan information, review the [UW System Employee Benefits State Group Life insurance web page](#). If you have questions after reviewing the available information, contact your [institution benefits contact](#).

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

- [Please visit the UWL Human Resources News Page for up to date information on all information from UWS and UWL Human Resources.](#)

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

REQUESTED ACTION

For discussion during the February 23, 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.

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.

February 23, 2023, Update: Outreach made to establish a meeting date with Viterbo and Western Technical College.

March 23, 2023, Update: Working to coordinate schedules to discuss next steps and to begin program design.

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.

February 23, 2023, Update: Human Resources is working with Community Engagement and University Communications to begin to promote the April 2023 date for the “UWL Cares” day.

The service anniversary awards have been ordered and once received, Human Resources will begin the spot recognition for these milestones.

March 23, 2023, Update: April 22, 2023 is the UWL Neighbor’s Day offering.

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.

February 23, 2023, Update: Human Resources is planning to communicate and deploy the Wellness program created by Jennifer Wiesjahn and Anna Mayer.

In addition, Human Resources has partnered with Diversity and Inclusion and will partner to develop a strategy to more heavily promote and centralize information of the various Employee Resource Groups (ERGs) on campus.

March 23, 2023, Update: Journey Wellness launched; communication plan and wellness offerings for remainder of 2023 in development.

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

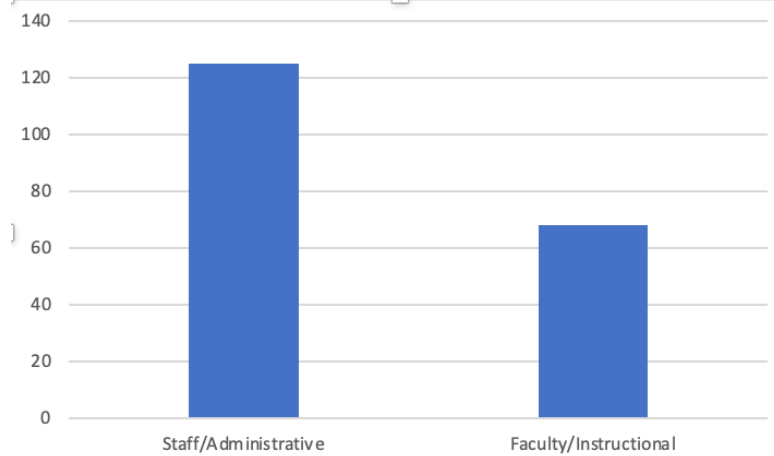
At each HR Advisory Committee meeting, Human Resources will display the previous month's Employment activity, recruitment activity, and quarterly will report on headcount/separations.

Employment Activity for February 2023

	Employment Classification										
	AS	CJ	CL	CP	FA	LI	OT2	SA3	SAS	SH	
Data Change	204	2	8	116	229	33	31			1	103
BN Eligibility Update	4		1				1				
Change Expected Job End Date			2								3
Change Job Indicator	1			1							
Change Prob End Date-Extension				1							
FICA Status Update									1		97
Foreign Natl-Income Code/FICA					1						2
ICI Annual Change No Deferred	190	2	3	96	227	32	30				
ICI Prem Category Classified				18							
ICI Prem Category Unclassified					1	1					
Job Data Update Misc	7		2								1
WRS Lookback	2										
Data Corrections											2
Correct Original Rate											1
Correction-Job Code											1
Hires, Rehires, Xfrs	15		3	7		2					121
Lateral	1			1							
Original/New Hire	10		2	5							118
Promotion	4					1					
Reassignment				1							
Terminated In Error			1			1					3
Leave of Absence				1							
FMLA				1							
Paid Leave of Absence	3				3						
Administrative	1				1						
FMLA-Continuous	1				1						
FMLA-Intermittent	1				1						
Pay Rate Change	3				1	1					22
Ripple	3				1	1					
Student Help Rate Change											22
Position Change	12		1	2		6			1		8
Change FTE - Temp - Voluntary	1										
Change Reports To	8			2					1		8
Change Salary Grade - SC Only	2					2					
Change to Working Title	1					4					
Position Data Update Misc			1								
Return from Leave	4			4							
Return From Leave	4			4							
Termination	7		3	4	2	1					34
Cancelled											2
Duplicate											1
End of Demand - SH/TE Only											25
Fixed-Terminal	3		3			1					4
Resignation	4			4	2						2
Grand Total	248	2	15	134	235	43	31	1	9	282	

Recruitment Activity for February 2023 | 193 Applicants

General Applicant and Recruitment Information



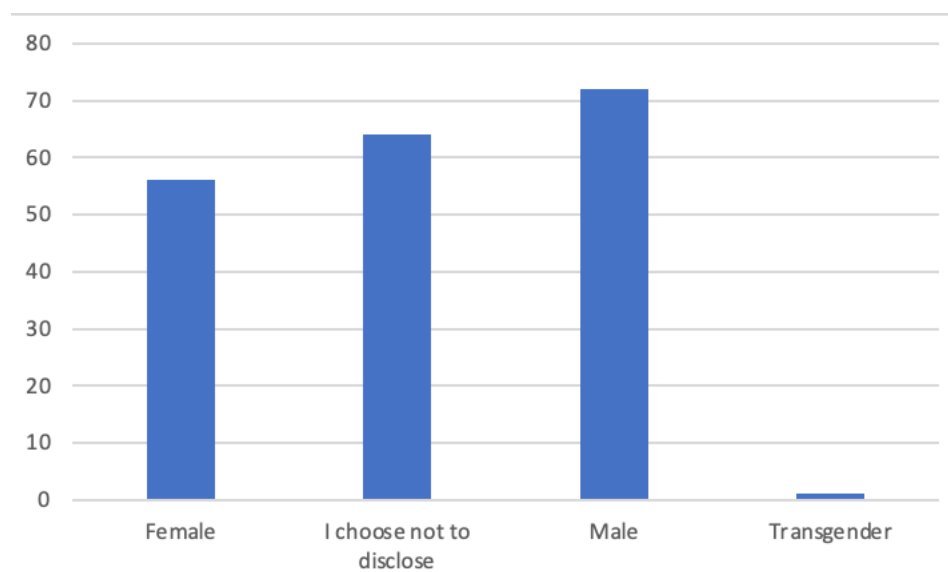
Information on Posting to Filled

Average Days for Time to Fill for Staff/Administrative in February 2023: **84 Days**
Average Days for Time to Fill for Faculty/Administrative in February 2023: **78 Days**

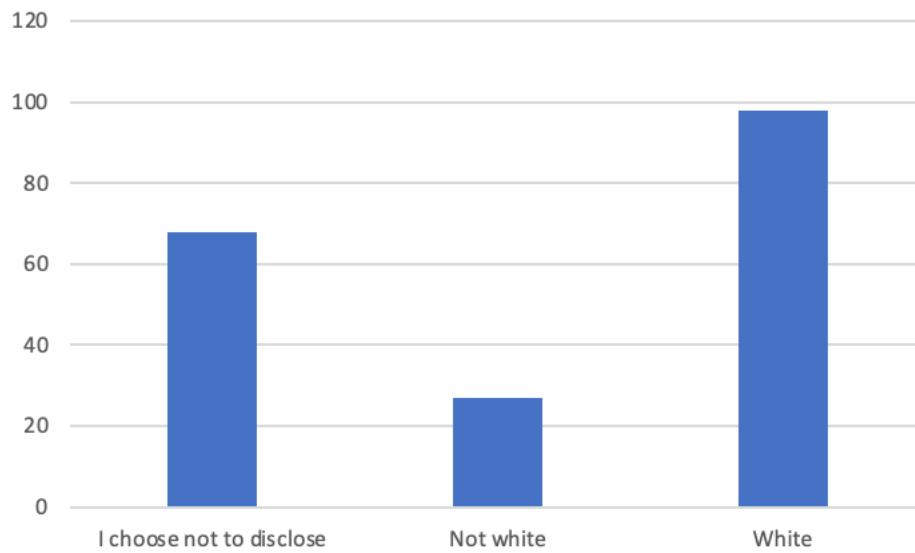
Information on Created to Filled

Average Days for Time to Fill for Staff/Administrative in February 2023: **100 Days**
Average Days for Time to Fill for Faculty/Administrative in February 2023: **97 Days**

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](#)

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.

- [March 2023 Policy Distribution Reminder and February Policy Action Summary](#)

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