

# HUMAN RESOURCES ADVISORY COMMITTEE

## Meeting Materials

Thursday, February 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
  - a. Welcome New HRAC Committee Member! Renee Chrz
- B. Review of Recording from January 26, 2023
  - a. [Recording available here](#)
- C. Human Resources Program Spotlight: The Reappointment Process
  - a. Presenter: **Kayle Schoville**, HRIS Lead | [kschoville@uwlax.edu](mailto:kschoville@uwlax.edu) | 608.785.8013
- D. Administrative Transformation Program (Workday Transition) Updates
  - a. UDDS Transition
  - b. Performance Management Standardization
  - c. Standard Approval Routes
  - d. Online Readiness Watch Sessions
- E. Human Resources General Updates
  - a. BP Logix Employee Action Form Automation Updates
  - b. Retention Lump Sum Payment
  - c. Pre-Payments for Academic Pay Basis Employees
  - d. Review News from UW System and UWL Human Resources
- F. Review of New Employee Onboarding Survey Results
- G. Ad-Hoc Committee to Review Recruitment at UWL
- H. Continued Conversation on the Employee Engagement Survey
  - a. Great Colleges to Work For
  - b. Employee Resource Groups (ERGs)
- I. Continued Discussion on Low-Cost/No Cost Solutions to Enhance Employee Engagement & Satisfaction
- J. Employee Metrics & Reports
- K. 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).

#### *February 23, 2023, ATP Updates*

The ATP project has concluded the “Architect Phase” which is the finalization of the skeletal framework for the transition to the new Workday tool. The past several weeks has been focused on conducting “Customer Confirmation Sessions” to review the actual tenant and provide a demonstration of what has been built. The next phases will be on fine tuning to the modules and beginning to test the workflows, processes, and validate data integrity within the new system.

Key decisions are being made frequently to standardize and centralize processes. A few of those are listed below:

#### *UDDS Transition*

UDDS or the six-digit code used to identify departments for internal accounting purposes, will change completely to a new system.

### *Performance Management Standardization*

All UW-System employees will be governed by a standard Performance Management schedule, (i.e., by fiscal year), and for non-faculty related employees, there will be a standard set of competencies from which evaluators can choose.

### *Standard Approval Routes*

All standard business processes will be housed in Workday and have a standard set of approvals that will be required. Actors or persons to be notified can be added to the workflow, but none of the required approvers can be removed.

### 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.

#### Retention Lump Sum Payment

The second of the two Retention Lump Sum Payments for FY23 will be paid on March 9, 2023. Employees can expect notices to arrive via email the week of February 20, 2023.

#### Pre-Payments for Academic Pay Basis Employees

As a reminder, employees who are on a 9-Month or Academic Year basis will begin to recognize an increase to their benefits costs in March. This is due to the pre-payment of insurance benefits for July, August, and September.

#### Review News from UW System and UWL Human Resources

##### Criminal Background Checks

A brief note about CBCs. UWL HR has had an increase in questions related to the charges for CBCs. The basic cost for a CBC is \$13.55; however, there are several add-on charges for multiple name (i.e. if someone changed their name) searches as well as residency searches that can increase the cost from the base. Given these and other variables, it is not possible to predict the actual cost of a CBC trace until *after* the candidate has submitted the request.

##### Limited Appointment Standardization

To standardize the appointment process across campuses and to ensure that Workday can be set up to be more intuitive, the CHROs have begun to assess the standardization of Limited Appointments for all positions that are "Director" and above.

### 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.](#)

## New Employee Onboarding Survey Results

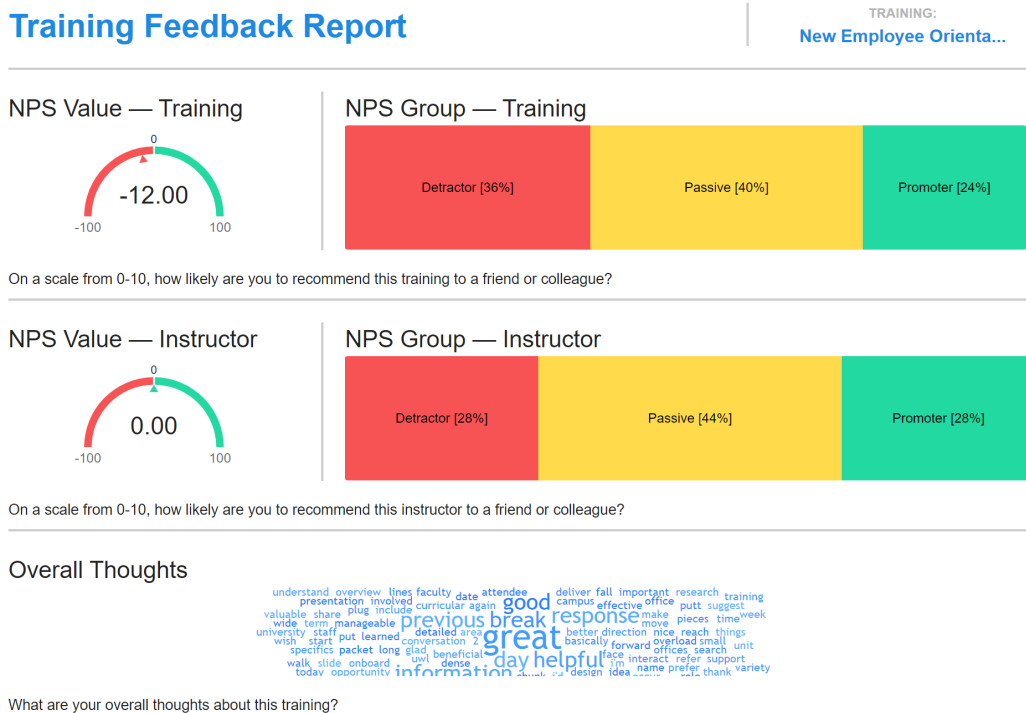
### REQUESTED ACTION

For discussion during the February 23, 2023, HR Advisory Committee Meeting.

### SUMMARY

With the launch of the New Employee Onboarding Experience, we gave the participants several weeks to provide feedback on their program. This section will review those results. Several action items were identified and are currently being implemented in advance of Quarter 1, 2023's New Employee Onboarding Program slated to be launched on April 12, 2023.

Below are the results from those that responded to the survey (25 of 40 attendees).





- Developing more content on the Mission, Vision, and Values.
- Introducing more background, images, and information on the university's history.
- Less focus on 'benefits' and more on 'perks' and other programs that current enjoy that helps enhance the employee experience.

**Presenter**

- John Acardo, Chief Human Resources Officer

**BACKGROUND**

With the launch of the New Employee Onboarding Experience, we gave the participants several weeks to provide feedback on their program. This section will review those results. Several action items were identified and are currently being implemented in advance of Quarter 1, 2023's New Employee Onboarding Program slated to be launched on April 12, 2023.

**Related Policies**

- N/A

**ATTACHMENTS & RESOURCES**

- N/A



## **Ad-Hoc Committee to Review Recruitment at UWL**

### **REQUESTED ACTION**

For discussion during the February 23, 2023, HR Advisory Committee Meeting. Please communicate to your governance constituency as appropriate.

### **SUMMARY**

In December, 2022; Human Resources began having conversations with the Hiring Authorities on campus regarding the impact the labor market has had with the recruitment process. In response, Human Resources asked that each division select 2-3 representatives that can meet over the coming weeks to discuss the recruitment process, evaluate our recruitment procedures, and begin to work with Human Resources to help ensure the university is doing everything possible to ensure that we are recruiting top talent.

This section will be retained so that the HRAC can be updated on the progress of this Ad-Hoc Committee.

### **Presenter**

- John Acardo, Chief Human Resources Officer

### **BACKGROUND**

N/A

### **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.

In addition to feedback, Human Resources is seeking the support from the HRAC to select the [Great Colleges Program](#) for an annual engagement and satisfaction survey.

### **SUMMARY**

As an update, the communications to leadership (Cabinet) as well as Shared Governance Groups will begin on 2/28/2023 to review the results.

For discussion: One of the concerns arising is the future state of the engagement survey. Employees had expressed a desire to continue to be able to provide this type of feedback but also to ensure confidentiality. UWL Human Resources would like to propose that the university migrate to the Great Colleges Program to have the survey administered. There is an additional costs associated with the procurement of the cross-sections of the results; but they are also then compared to similar, peer institutions to gauge progress.

*\*For additional conversation – SHRM Executive Network slide.*

### **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)
- [Great Colleges to Work for Program](#)

## Discussion 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](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.

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

#### 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.

### *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.

### **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

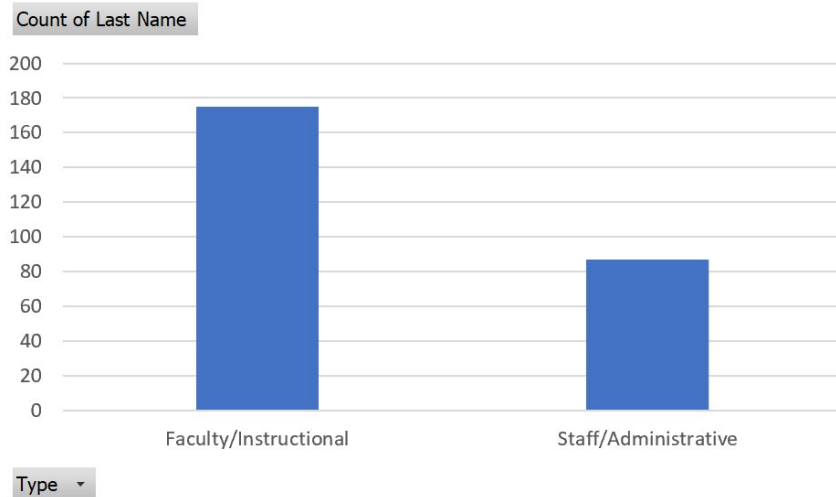
At each HR Advisory Committee meeting, Human Resources will display the previous month's Employment activity, recruitment activity, and quarterly will report on headcount/separations.

### Employment Activity for January 2023

	Employee Classification										
	AS	CL	CP	ET2	FA	LI	OT2	SA3	SA5	SH	
Data Change	51	9	1	3	7	1		3	8	224	
BN Eligibility Update	15										
Change Expected Job End Date	1	1			2	1				5	
Change Job Indicator	2										
Change Prob End Date-Extension										1	
Change to Working Title										1	
FICA Status Update	4	1	1	1	1			2	5	217	
Foreign Natl-Income Code/FICA				2	3				1	1	
Job Data Update Misc	26	7			1				2		
WRS Lookback	3										
Data Corrections	1	2		1						4	
Correct Original Rate					1					1	
Correction-Job Code										2	
Different Pay Basis	1										
Equity			1								
Pay Plan			1								
Student Help Rate Change										1	
Hires, Rehires, Xfrs	145	4	8	1	152	2	21	1	5	200	
Lateral	2								1		
Original/New Hire	139	3	8	1	152	2	21	1	3	200	
Original/New Hire (Conc Job)	1										
Promotion	3										
Reassignment		1									
Terminated In Error									1		
Leave of Absence					2		1				
Professional					2		1				
Paid Leave of Absence	3		5		6						
Faculty Sabbatical					2						
FMLA-Continuous	2		2		1						
FMLA-Intermittent	1		3		1						
Medical					1						
Medical-Intermittent					1						
Pay Rate Change	472		243		360	59				143	
Change in Resp/Title	65					1				1	
Equity	14		15		2	2					
Pay Plan	388		225		338	55					
Promotion						1					
Ripple	5		3		20					1	
Student Help Rate Change										141	
Position Change	58	1	10		15	1					
Change Continuity	2					1					
Change Department	2										
Change FTE - Perm - Voluntary	35		4		1						
Change FTE - Temp - Voluntary	1										
Change Reports To	16		5		13						
Change to Working Title	1										
Job Code Chg-Correction			1								
Job Code Chg-New Title Assgnd	1										
Partial LOA - Personal Reasons					1						
Position Data Update Misc		1									
Return from Leave	1	2			5						
Return From Leave	1	2			5						
Return from Short Work Break	1	1									
End Seasonal Break			1								
Start of Semester	1										
Short Work Break			1								
Seasonal Break			1								
Termination	132	4	6		116	1			5	116	
Cancelled	2				1						
Duplicate										4	
End of Demand - SH/TE Only										73	
Fixed-Terminal	119	4			110				2	38	
Resignation	10		4		2				3	1	
Retirement	1		2		3	1					
Grand Total	864	18	279	4	664	64	22	4	18	687	

Recruitment Activity for January 2023 | 262 Applicants

**General Applicant and Recruitment Information**



**Information on Posting to Filled**

Average Days for Time to Fill for Staff/Administrative in January 2023: **39 Days**

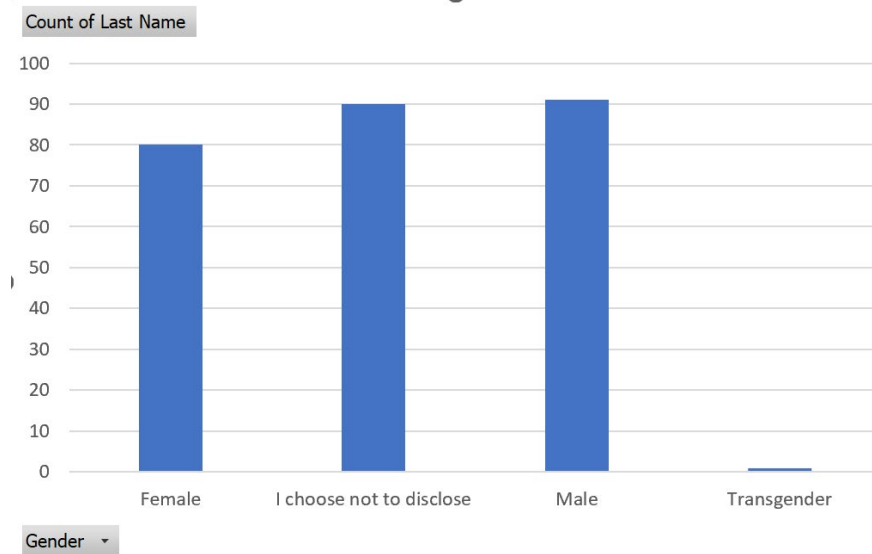
Average Days for Time to Fill for Faculty/Administrative in January 2023: **87 Days**

**Information on Created to Filled**

Average Days for Time to Fill for Staff/Administrative in January 2023: **47 Days**

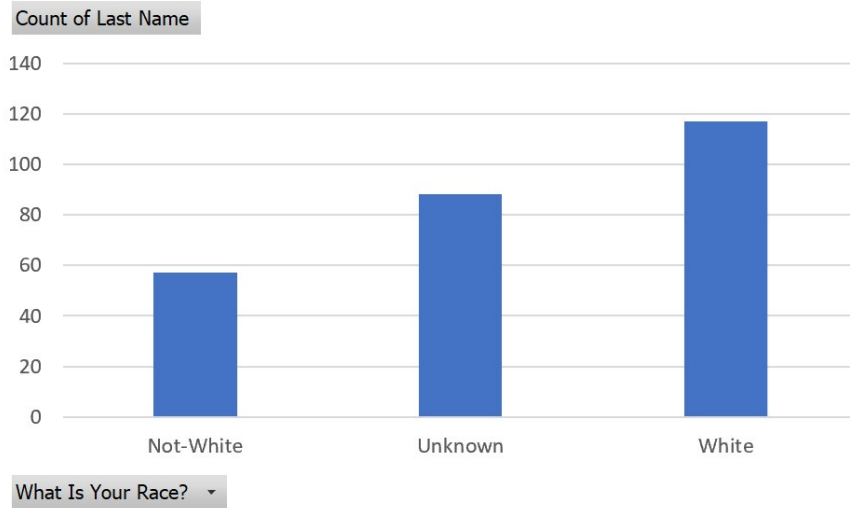
Average Days for Time to Fill for Faculty/Administrative in January 2023: **143 Days**

**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.

- [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