

News You Can Use

A publication for University of Wisconsin-La Crosse employees

From the Desk of the Executive Director

In the first months of this year we have witnessed significant changes in state employment. The acrimonious political process has catapulted Wisconsin into the national media, and moved beyond the norm established in past years.

Regardless of your opinion on the changes or the change process, it has been an emotionally draining time made worse by uncertainty about the future. Perhaps the most difficult part is feeling a decision must be made, when we really do not have all the facts upon which to base important family and life decisions.

We encourage each employee to stay informed about the budget repair bill and the biennial budget given its potential impact on them personally and their family. HR will do our best to keep you updated by continuing to ensure all available information is posted on the UW-L homepage.

Jennifer B. Wilson, Ph.D., SPHR
Executive Director for Human Resources

Mandatory March Furlough Day

Payroll Reporting for “Pay as You Go” Unclassified Staff

Due to the implementation of the HRS system, the mandatory furlough day scheduled for March 14, 2011 will be processed on the March payroll instead of the April payroll for unclassified employees and will be reflected on your April 1st paycheck instead of your May 1st paycheck.

This change is necessary for the March mandatory furlough day only. Please keep in mind that furlough days taken in February 2011 will follow normal processing procedures and will be reflected in your April 1st paycheck in addition to the March 14, 2011 furlough day.

If you should have any questions please contact the Human Resources Office at 785-8013.

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Office of Human Resources News

PeopleAdmin — Tracey's Tips & Topics

Posting Open Meeting Notices

Please note that search and screen open meeting notices must be posted electronically via email to post@hrmeetings.posterous.com at least 24 hours in advance of the meeting unless for good cause such notice was impossible or impractical. Under such conditions, at least two hours notice must be given. The notice should contain the *time, date, place, and subject matter* of the meeting, including what will be discussed in a closed session. Posting interviews is not necessary unless they are open forum interviews.

If you plan to go into a closed session to consider personal history relevant to hiring, for example, then you must include notice that you will go into a closed session and cite the exemptions under which you are invoking the closed session as indicated below:

Meeting will go into closed session to consider possible employment and personal history of candidates as provided in section 19.85 (1)(c) of Wisconsin Statutes.

PLEASE NOTE: Indicating that the meeting may go into a closed session without citing the statute does not follow the rules. **The statute must be quoted.** The committee may not reconvene in an open session, after going into a closed session, for 12 hours unless public notice of the subsequent open session is given in the initial public notice.

All meetings of the committee must begin in an open session. Meetings must be held in a location reasonably accessible to the public and open to all citizens. Open sessions can be audio taped or videotaped by anyone as long as doing so does not disrupt the meeting. Nonmembers can observe open meetings, but do not have the right to participate in the meetings. Committee minutes should record motions, roll call votes, and decisions at both open and closed sessions. Any committee member who knowingly attends a meeting held in violation of the Open Meetings rules is subject to a penalty of \$25-\$300 per violation. The open meeting rules and an example can be found at http://www.uwlax.edu/hr/employment/PeopleAdmin/PA_misc-information.htm

HRS . . . Into the Future

HRS Advantages

Reduces UW's Carbon Footprint



By using online benefit enrollment, time reporting, and personnel changes, employees will no longer use paper forms and timesheets, saving thousands of sheets of paper each year and greatly reducing UW's impact on the environment!

Time Savings



Each year UW employees spend countless hours filling out and submitting benefits selection and open enrollment forms, timesheets, and change of address forms. The new HRS Self Service is a way to empower employees to have control over their personnel information and verify it's accuracy.



Improved Customer Service

HR managers and their teams usually spend weeks on traditional manual enrollment processes. Now with Self Service, all UW employees will be able to submit their information online anytime at their convenience, which means human resource, payroll, and benefits staff will be able to devote time to focus on more value-added tasks and provide faster and more efficient customer service.

Office of Human Resources News

The Unclassified Corner

UW Tax Sheltered Annuity Program Annual Fee Increase & New Low- Cost Share Class Options

The annual UW Tax Sheltered Annuity fee deducted from participants' March earnings will increase from \$9.00 to \$15.00.

TIAA-CREF will make available the Premier Share Class for eight of the TIAA-CREF mutual funds offered in the program, plus all of the TIAA CREF Lifecycle funds. Fidelity expanded the number of institutional or "K" class funds from the 5 to the 10 largest Fidelity funds in the plan based on assets, in addition to all the Fidelity Freedom Target Retirement Date funds. The second quarter of 2011 is the anticipated availability of the TIAA-CREF and the new Fidelity funds.

For additional information regarding the fee increase and fund information, please click on the following TSA Investor Newsletter link:

<http://www.wisconsin.edu/hr/benefits/retsav/tsaspring11.pdf>

The Classified Corner

Classified Vacation Carryover

Classified employee vacation hours that were carried over from 2010 to 2011 must be used by Wednesday, June 30. If these hours are not used, the remaining balance will expire. Vacation carryover is listed on your earning statements as VC.

If you have any questions, please contact Mary Dixon at dixon.mary@uwlax.edu or 785-6495.

Classified Time Reports

Classified Time reports for pay period ending March 12, 2011 are due Friday, March 11th at noon.

If you have any questions, please contact Mary Dixon at dixon.mary@uwlax.edu or 785-6495.



Payroll Corner

To assist employees with completing the W-4 form please refer to the following charts for Federal and State withholding information as of January 2011. The information pertains to individuals who are paid on a biweekly basis.

Employees can make a change by completing a new W-4 form. If a student does not want any taxes withheld, they should check "YES" in the Exempt box on the W-4 form.

Federal Withholding	
Number of Allowances	Approximate Check Amount Where Federal Withholding Starts
Single & 0	\$90.00
Single & 1	\$230.00
Married & 0	\$310.00
Married & 1	\$450.00

State Withholding	
Number of Allowances	Approximate Check Amount Where State Withholding Starts
Single & 0	\$160.00
Single & 1	\$180.00
Married & 0	\$220.00
Married & 1	\$240.00

Office of Human Resources News

Updates, Reminders and Upcoming Events



Investing For Your Retirement



The following vendors will visit campus this spring and will be available to set up individual appointments to talk about your retirement investment options. Please refer to the Human Resources Homepage for updated information regarding exact times and room location details as well as instructions for setting up individual appointments, <http://www.uwlax.edu/hr/Benefits/YourFinancialSecurity.htm>

March 10 th	Wisconsin Deferred Compensation Program
April (TBD)	TIAA-CREF (TSA vendor)
March 18 th	Fidelity (TSA vendor)
April 18 th	Dreyfus (TSA vendor)

Individual Development Plan Reminder

Annually, the Individual Development Plan (IDP) is the opportunity for supervisors and employees to meet to discuss department/unit goals, staff career goals and supervisory position expectations.

The IDP checklist provides information on related documents that are part of the IDP. The timeline for completion of the IDP is the existing schedule in the department/unit or mid April. A copy of the completed IDP is retained in the employee's personnel file.

My UW System Portal

Current employees can now access earnings statements, annual tax statements, annual benefits statements, and unclassified leave and furlough reports online in their personalized portal.

Visit <http://my.wisconsin.edu> for more information about the portal and how to login.



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Health & Wellness

Work and Life Balance Employee Wellness

Spring Into Exercise



Spring is right around the corner and soon the winter blahs will be a thing of the past. Spring is a great time to incorporate healthy habits into our daily routines and to start off the new season feeling better than ever. Below are several tips to help you spring into exercise and healthy habits.

Enjoy the Great Outdoors



- Use the extra sunlight hours and nicer weather to get outside and enjoy the great outdoors!
- A quick walk during your lunch break or after work is a great time to relax and to fit in a bit of exercise in your day.

Get Moving



- Expand your exercise routine by taking up a new form of exercise.
- Take advantage of the numerous biking and hiking trails that the Coulee Region has to offer.
- Try out a new exercise class at the gym.

Get Motivated



- Set goals with realistic timelines and map out what you will need to do on a weekly basis to achieve this goal. This simple technique will help you to monitor your progress and keeps your overall goal in focus.
- Ask a friend or friends to start exercising with you. This will keep you and your friends accountable to each other and to your exercise program.

Employee Assistance Program New Provider

EAP provides professional, confidential assistance to help individuals resolve concerns that affect their personal lives or work performance and is available to all employees regardless of appointment percentage, including limited term and project employees, and their immediate family members, including domestic partners.

Associates in Counseling
115 5th Avenue S Suite 414
La Crosse, WI 54601
Phone: (608) 782-1117

Email: lacrossecounselingclinic@gmail.com

"The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one."

-Mark Twain



First Day of Spring

SPRING

March 20, 2011

Spring Trivia

1. True or False — On the first day of spring, the hours of daylight and of darkness are equal.
2. What birth stone represents spring?
3. In which U.S. State would you find Hot Springs National Park?
4. What poet asked "If Winter comes, can Spring be far behind?"
5. Which movie musical includes the song "Younger than Springtime"?
6. Cold Spring Harbor and Streetlife Serenade were the first two albums recorded what by popular pop singer?

Spring Trivia Answers

1) True 2) Emerald 3) Arkansas 4) Percy Bysshe Shelley 5) South Pacific 6) Billy Joel.

March Madness Trivia Answers

1) The Big Dance 2) The Final Four 3) The University of Northern Iowa Panthers 4) Louisville 5) Six 6) Duke 7) Ohio State

Source: http://www.funtrivia.com/quizzes/sports/ncaa_basketball/ncaa_march_madness.html



**Daylight Savings Time
Begins Sunday March 13th
@ 2:00 a.m.**



March Madness Trivia

1. March Madness is also known as what?
2. The remaining four teams in March Madness are called _____?
3. In the 2010 NCAA Tournament, what #9 seed team beat the #1 seed Kansas Jayhawks in a narrow 69-67 win?
4. Which team from the 1980 Final Four was known as 'The Doctors of Dunk'?
5. From 1939 to 2000, how many Championship games had gone into overtime?
6. Between 1939 and 2001, which team had lost more Championship games than any other?
7. Which school was the first school to have lost back to back Championship games to the same opponent?

