

News You Can Use

A publication for University of Wisconsin-La Crosse employees

From the Desk of the Interim Director

Welcome back, it is hard to believe that we are already several weeks into the fall semester. I am sure you will agree that the summer went by to quickly!

The end of the fiscal year saw the retirement of Jennifer Wilson, the Executive Director of Human Resources. As the interim Director, I pleased to report that the search for the position of Director of Human Resources is underway. We look forward to having the position filled by the end the year.

On behalf of the entire HR staff, I would like to thank the campus community for the support and understanding during the implementation of HRS. There were challenges over the summer months. We continue to be excited about the functionality that HRS brings.

We are using eBenefits (electronically submitting applications) on our campus for new hires and for the open enrollment opportunity in October. Watch for additional HRS functionality rollouts in late 2011.

Joy Gutknecht

Reminder to Eligible Faculty, Academic Staff and Limited Appointees Who Earn Sick Leave

If an unclassified employee (Faculty, Academic Staff and Limited Appointees) fails to file a report on leave usage as required by UW System policy in one or more months of any year, they shall not be permitted to accrue sick leave for that year in an amount exceeding the cap established by §40.05(4)(bp)1., Wis. Stats.

- Appointments at 100% will earn **96 hours (12 days)** of sick leave for an annual or academic year **and 48 hours (6 days)** for semester appointment.
- The capping of sick leave will reduce your earned sick leave to 8.5 days for an annual unclassified employee or 6.4 days for an academic year unclassified employee (leave amounts are prorated for part-time employees) if leave statements are not turned in to HR.

All faculty, academic staff and limited appointees earning sick leave monthly will need to have all statements for the 2010-11 fiscal year will receive a communication from HR the end of September. All leave statements must be submitted to HR by **October 7, 2011** to avoid the cap.

October 2011



INSIDE THIS ISSUE

PEOPLE ADMIN	2
HR REMINDERS/ UPCOMING EVENTS	2
Benefits Enrollment Period	
UW System Portal News	
UW Tax Sheltered Annuity/ New Roth Option	
HR NEWS	3/4
Benefits E-Mail Reminder	
EOP Processing	
Leave Reporting	
Individual/Family Increase Annual Insurance Options	
People Admin	
Classified Excellence Breakfast	
Benefits E-Mail Reminder	
EAP	
HEALTH/ WELLNESS	5
Annual Flu Shot Clinic	
Workers Comp	
Financial Fitness	
SPECIAL INSERT	6-7
UW-L Health and Financial Fair	
Benefit Enrollment and Change Period	

Office of Human Resources News

Reminders and Upcoming Events

Newsletter Special Insert

Make sure to read the special two page insert attached to this month's newsletter!



The insert contains information regarding the upcoming Benefit Enrollment and Change Periods. Also included are details about the 8th Annual Health and Financial Fair to be held on campus Thursday October 13th from 10:00 a.m. to

UW Tax Sheltered Annuity 403(b) & New Roth Option

Take advantage of the **Fidelity** seminar on October 13th from 4:00-5:00 p.m. in the Ward Room of Cartwright Center.

Your UW Tax-Sheltered Annuity 403(b) and the New Roth Option is being presented as an opportunity for you to learn about this benefit. There is no registration – just be there. The presentation will provide you with guidance and strategies to make better investment decisions.

- Find out what questions you need to ask yourself about the Roth 403(b) option
- Learn about the current state of the financial markets
- Determine how much savings you may need for retirement
- Understand investment types and how to balance potential risk vs. reward
- Manage your investment strategy to meet your long-term goals
- Become more confident about making investment decisions

The presentation will last one hour with plenty of time for questions and answers. In addition to attending this seminar, do not hesitate to sign up for an individual counseling session.



My UW System Portal

Please note if you are unable to view the Open Enrollment Link on My UW System Portal, please contact the Human Resource Office at 785-8013 for further assistance.

Benefits

Open Enrollment Period

The "It's Your Choice" open enrollment period will begin **October 4th through October 28, 2011.**

Open enrollment opportunities are available for:

- **Health**
- **Epic Benefits Plus**
- **Vision**
- **Employee Reimbursement**
- **Dental**

Office of Human Resources News

Individual & Family Life Insurance Annual Increase Option October 3rd—October 28th

Individuals, who are enrolled in the Individual and Family Life Insurance plan, received an e-mail notification on September 27, 2011 explaining the option to increase their coverage level without providing proof of good health. The notification e-mails contained your personalized coverage information. Individuals who do not have access to e-mail received a paper notice to the employee's home address.

This is the first year in which the Individual and Family Life Insurance Annual Increase Option (AIO) period will occur during the Benefit Enrollment and Change Period, October 3rd - October 28th. Individualized notices will NOT be mailed to your home address as they have in the past.

Please note, spousal coverage cannot exceed that of an UW-L employee's coverage.

If you choose to increase your coverage during this period, you must submit your elections either electronically or by paper application by **4:30pm on October 28, 2011.**

EOP Processing

For individuals using the EOP (Extraordinary Payment) form, here are a few reminders listed below.

EOP forms are due to HR on or before the 15th of the month. Please allow time to gain all of the necessary signatures before the 15th to ensure HR receives the form by this deadline. EOPs received after this deadline cannot be processed until the following month.

New non-contracted employees and non-contracted employees who have not been paid on the University payroll in the past 12 months who are being paid via EOP will need to visit Human Resources within **3 days** of their first day of work. We are required by federal law to complete an I-9.

Please do not use social security numbers on the EOP form. We want to protect this sensitive data.



Leave Reporting

As stated in UPG 9.10, leave hours for **full-time unclassified** employees are charged only in half-day increments.

- Absence increments between 2 and 5 hours will be charged as **4 hours** of leave taken.
- Absence increments of 6 hours or more will be charged as **8 hours** of leave taken.

Employees with less than full-time appointments **report actual hours absent.**

UPG 9.10 reads as follows: *“Leave for full-time unclassified employees shall be charged in increments of one-half day for full-time appointments. Absences of between one-quarter and three-fourths day shall be charged as one half-day. Absences of between three-fourths and one and one quarter day shall be charged as one day.”*

Office of Human Resources News

PeopleAdmin Tracey's Tips & Topics

CHANGE TO FACULTY REQUIRED ADVERTISING



Department of Labor (DOL) **NO LONGER** requires **PRINT** advertising for **faculty recruitment**. The advertisement must be in a website or publication that is **NATIONAL** in scope and must be posted for *at least 30 days*. UW-System Legal is recommending the use of the Chronicle of Higher Education web site for fulfilling the electronic advertisement requirement.

Additional information on the new DOL requirement will be shared with search and screen chairs during the meeting/training with Tracey in Human Resources at the start of the recruitment process.

Please contact Human Resources if you have any questions regarding the change to the faculty required advertising.

Classified Excellence Appreciation Breakfast

The Fifteenth Annual Appreciation Breakfast was held on Thursday, September 22nd in Valhalla, Cartwright Center-Gunning Addition.

Pictures of the event along with the individuals who were honored, can be viewed by clicking on the camera.



Benefits E-Mail Reminder

UW HR Administration e-mailed a notice on **September 28, 2011** to employees concerning the **Annual Benefit Enrollment and Change Period for October 3rd — October 28th, 2011**. The e-mail contained information regarding **Benefits Plan changes and Change Opportunities**.



Employee Assistance Program 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

Health & Wellness

Work and Life Balance Employee Wellness

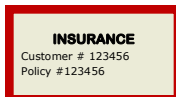


Annual Flu Shot Clinic

Health Traditions and Gundersen Lutheran Health providers will be on campus November 3rd in the Port O'Call of Cartwright Center from 9:30 am to 12:00 pm to administer flu shots.

Please note the flu clinic will be only for UW-L employees.

In addition, remember to bring your Health Insurance ID cards with you, as you will need to present the card to receive a flu shot.



Worker's Compensation

Any employee who is hurt while in work status should complete the accident forms found on the HR web site A to Z file. The employee completes the first form and the top of the second while the supervisor completes the bottom of the second and the third form. If the employee is unable to complete their forms, the supervisor is responsible for getting them completed.

Contact Kathy Ring at 785-6499 or kring@uwlax.edu if you have any questions on procedures or the process.

Financial Fitness

Planning For The Future...Checklist



Talk to one of the Financial Vendors at the Health and Financial Fair to find out...

- ✓ Will a Tax Shelter Annuity (TSA) work for me?
- ✓ What is a TSA? –the HR website has information-check it out at <http://www.uwlax.edu/hr/benefits/tsa.htm>
- ✓ What is Deferred Comp? Can I enroll?
- ✓ What do I need to know about Social Security and its related benefits?

Retirement in your future?

Not today, but... in the next 5-10 years or more? It is never too early or late to start saving...

Check out the financial vendors at the UW-L Health/Financial Fair to boost your retirement earnings!



8th Annual UW-L Health & Financial Fair



The **University of Wisconsin-La Crosse** and **Department of Transportation** are sponsoring our **8TH Annual Health and Financial Fair** on **Thursday, October 13 from 10:00 am – 3:00 pm** in Valhalla of the Cartwright Center - Gunning Addition. This Health and Financial Fair is open to current and previous state employees and their family members.

Some of the topics participating vendors will be able to assist you with include:

- | | |
|----------------------------------|-------------------------|
| 💰 Deferred compensation | 📄 Health insurance |
| 💰 Savings plans | 📄 Dental insurance |
| 💰 Life insurance | 📄 Vision insurance |
| 💰 Tax sheltered annuities | 📄 Prescription coverage |
| 💰 Social Security Administration | 📄 Wellness |

**A couple of new additions this year include:
UW-L ITS Security
UW System HRS E-Benefits**

The Chancellor has granted one hour of release time for classified staff to attend the Health and Financial Fair.

WE LOOK FORWARD TO SEEING YOU THERE!

8th Annual UW-L Health & Financial Fair



Health and Financial Fair Vendors

- Gundersen Lutheran
- Health Traditions
- WPS
- VSP Vision
- HRS Benefits
- UW-L Human Resources
- Employee Trust Funds (ETF)
- Social Security Administration
- UW-L ITS Health Choice
- T.Rowe Price
- Minnesota Life
- Lincoln Financial Advisors
- Ameriprise Financial
- Fidelity Investments
- Associates in Counseling (EAP Provider)
- Ameritas Group
- TIAA-CREF
- Dreyfus
- Wisconsin Deferred Comp
- EPIC Life

Open Enrollment for Benefits

The “It’s Your Choice” open enrollment period will begin October 4th through October 28, 2011. Open enrollment opportunities are available for:

Health

Vision

Dental

Epic Benefits Plus

Employee Reimbursement Account