

News You Can Use

A publication for University of Wisconsin-La Crosse employees

From the Desk of the Executive Director

Thinking about December brought to mind building inclusive excellence into the holiday season, finding a healthy balance with seasonal stressors, and the recent election results.

Would it surprise you to know that *tens of millions* of Americans don't celebrate Christmas religiously, either as followers of non-Christian religions or as individuals with no religious affiliation? Amidst the pervasive public sales events it can be very easy to overlook the depth of diversity present in America during this season. In reality, many different events, both spiritual, religious, and tradition-based, are being celebrated in many different ways during these times. Inclusive excellence is about using the time to be with friends and family to build understanding and awareness about others. Learn more from Simma Lieberman on page 5.

December brings additional stressors that you may find easier to deal with by using some of these [holiday work tips](#).

What the state and national elections will mean for higher education, and UW-L employees, will unfold in the months ahead. Sharing fear through rumors and gossiping will only increase anxiety and leave us all, both individually and collectively, less able to creatively deal with what comes. If we all make a commitment not to become a carrier for stress and anxiety, we will get through what comes.

Jennifer B. Wilson

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Executive Director for Human Resources

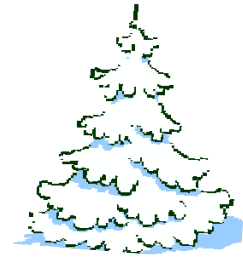
Inclement Weather Policy

UW-L has both an Inclement Weather Policy and an Inclement Weather Plan. The Inclement Weather Plan provides guidance to the campus community when conditions make travel to and from campus treacherous or other events that cause serious safety concerns.

The UW-L Inclement Weather Policy provides UW-L employees specific guidelines to follow. Individual employees may need to use the Inclement Weather Policy provisions when the campus has not invoked the Inclement Weather Plan.

Details of UW-L's Inclement Weather Policy and Plan can be found on the HR website at http://www.uwlax.edu/hr/current/Policy/inclement_weather.htm

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INSIDE THIS ISSUE

PEOPLE ADMIN	2
HRS INTO THE FUTURE	2
HR NEWS	3
Unclassified Corner	
▪ Vacation/Leave Reminders	
Classified Corner	
▪ Vacation/Leave Reminders	
HR REMINDERS/ UPCOMING EVENTS	4
▪ W-2 Forms	
▪ End of the Year Reminders	
▪ Long Term Care Insurance Information	
▪ Student Payroll Information	
HEALTH/WELLNESS	5
▪ EAP News	
▪ Creating a Inclusive Holiday Work Environment	
▪ Winter Weather Safety	
GREY MATTERS	6
▪ HR Open House	

Office of Human Resources News

PeopleAdmin Tracey's Tips & Topics

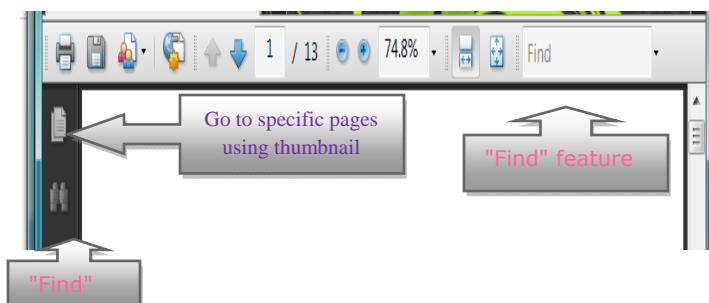
“Find” or “Search” Features When Viewing Applicant Documents



When confronted with a long list of applicant documents, there are some great shortcuts in Adobe Acrobat, the software that displays documents from the Applicants tab, for easily navigating from document to document. One way is to use the "Find" feature, which is both displayed as a textbox in the top toolbar and as an icon that looks like a pair of binoculars. Using the "Find" feature in Adobe Acrobat can help you search for keywords or phrases across multiple applicant documents, like particular skill sets ("filing" or "bookkeeping"), areas of experience ("grants" or "pathology"), or even familiarity with different software packages ("Excel" or "Lotus Notes").

Another great feature is the icon that looks like two pages and when you hover over it the descriptive pop-up reads, "Pages: Go to specific pages using thumbnail images". Selecting this will give you a new pane down the left side of the window that shows a miniature preview of every page in the file. To go to the page, simply click on this thumbnail view and it will take you there in the larger window. This can help you find the first page of the next document and skip to it in order to bypass the last several pages of an applicant's resume or list of publications, for example.

Using the “Find” or “Search” features when using the Applicants tab should significantly help speed up your review portion of the hiring process!



HRS . . . Into the Future

Implementation of the Human Resource System (HRS)

The new Human Resource System (HRS) is expected to launch between April and June 2011, handling a more than \$2 billion annual payroll for UW System employees and improving how data about employees are entered, as well as how employees sign up for benefits, account for their time and leave, and view work records. Employee self-service features of the new system, including benefits enrollments and changes, recording vacation and sick leave use, as well as other features, will be phased in after HRS is launched.

By the time the fall benefits enrollment period begins in October 2011, you will be able to make dual-choice selections online through the self-service options after reviewing an easy-to-follow presentation about what your current selections are, what choices you can make, and what it will cost you.

Employees hired after July 2011 can start filling out benefits forms as soon as their hiring information is entered in HRS. This will ensure they receive their benefits as soon as they are eligible and eliminate paper forms. **GO GREEN!**

Student hourly employees will be among the first to account for their time using the new system. HRS will replace the similar KRONOS system now being used to input their time and get supervisor approval for their hours. Classified and Unclassified Employees will be phased into using HRS to report hours worked and leave time after the initial launch.

If you have questions, please let us know. We will keep you informed through the initial launch and as more ‘bells and whistles’ are implemented.



Office of Human Resources News

The Unclassified Corner

Floating/Personal Holidays

Annual (12 month appointments) will be granted two additional holidays to use due to Christmas Eve and New Year's Eve occurring on a Saturday. These additional holiday hours will be added to your balances as earned and must be used within the fiscal year. Remember to use this time prior to June 30, 2011 to avoid forfeiture.

Unclassified Pay for December

Unclassified Staff will be paid on January 3, 2011.

This is a reminder that the January Unclassified monthly pay date will be Monday, January 3, 2011, since January 1, 2011 is a Saturday. When a pay date falls on a Saturday, Sunday or Federal Reserve holiday, the pay date is usually the previous business day or non-Federal Reserve holiday. An exception to this normal pay date provision is the Unclassified monthly pay date that falls on New Year's Day – January 1. To avoid tax-related issues, the January pay date must be the “official banking business day” following the New Year's holiday. The “official banking business day” is defined as a calendar day other than a Saturday, Sunday or a Federal Reserve Holiday.

Furlough Reductions

The first of the four mandated campus furlough days has occurred and was on November 26th. For those individuals that have the furlough reduction taken when reported, the furlough reduction for November 26th will be realized on the January 3rd pay date.

Earning Statements and Leave Reports

Remember –To access your leave/furlough report for December, please select the November 2010 pay period. The balances on the leave statements reflect time that has been used through October 2010, if there are not outstanding leave/furlough reports.



The Classified Corner

Vacation: Automatic carryover of up to 40 hours until June 30, 2011 for all classified employees.

Legal Holiday Hours: All classified employees must use their legal holiday hours by December 31st or the hours are **lost**.

Personal Holidays: All classified employees must use their personal holiday hours by December 31st or the hours are **lost**.

Sick Leave: Sick leave hours are automatically carried over every year for all employees.

Each bargaining unit's compensatory time options are listed below. As of December 31st, the following will apply to your paid leave balances.

WSEU- all hours not used by December 31st will be carried over until April 30th. If not used by April 30th, the hours will be converted to cash payment on May 1st and paid on the second paycheck in May.

WPEC - all hours not used by December 31st will be carried over until June 30th. If not used by June 30th, the hours will be converted to cash payment on July 1st and paid on the second paycheck in July.

WLEA – hours not used by December 31st will be carried over until April 30th. If not used by April 30th, the hours will be converted to cash payment on May 1st and paid on the second paycheck in May.

WEAC - hours not used by December 31st will be carried over until June 20th. If not used by June 20th, the hours will be converted to cash payment on June 21st and paid on the second paycheck in July.

Engineering - all hours not used by December 31st will be carried over until April 30th. If not used by April 30th, the hours will be converted to cash payment on May 1st and paid on the second paycheck in May.

Science - all hours not used by December 31st will be carried over until June 30th. If not used by June 30th, the hours will be converted to cash payment on July 1st and paid on the second paycheck in July.

Crafts - all hours are carried over indefinitely

Non-Rep - all hours are carried over indefinitely.

Office of Human Resources News

Reminders and Upcoming Events

End of the Year Reminders

With the end of the calendar year fast approaching, remember:

W-2 Tax Statements

- 2010 W-2 tax statement will be mailed to the home address listed on your earning statement and they will be available on the My UW System portal.
- Please verify home address information and complete the [address change form](#) if necessary.
- Prior year W-2 forms will be available the last week of January on the [My UW System](#) portal.

Fall semester only appointment:

- You will receive COBRA information if you have insurance. COBRA allows you to continue the insurance however there is **no** employer contributions.
- This information will be sent to your home address. Please verify home address information and complete the [address change form](#) if necessary.
- Complete [Exit Checklist](#).

Contact Human Resources at (608) 785-8013 with any questions.

State-Sponsored Long-Term Care Program

Jeff Lamb and Jeremy Argue, registered representatives with John Hancock, are coming to La Crosse on **Wednesday, December 8th** to provide you with information on the State-sponsored long-term care insurance program. Long-term care insurance is a benefit offered at a discount to all State employees and their spouses, as well as parents, grandparents, children, siblings and in-laws.

Jeff and Jeremy will be available all day/evening for individual consultations if you would like information on the State-sponsored plan. Please contact Jeff at jlamb@jhnetwork.com or (608) 662-0830 x23 to reserve a time slot.



12/24/2010 Legal Holiday

12/25/2010 Legal Holiday

12/31/2010 Legal Holiday

1/1/2011 Legal Holiday

Happy New Year!

Student Payroll

Please remind your student employees that the address that the W-2 will be sent to was on the bottom of the student pay statement dated 11-18-10 and will be on the statement on 12-23-10 (if paid). If they changed their address on WINGS, HR needs to be told also because these systems do not talk together. This should change when we go to HRS next year.

Notice On Campus Motorist Services



The UW-L Protective Services provides motorists with several services including a booster pack to jump start vehicles, compressed air, and lock de-ice. They can also arrange for towing service if needed.

Health & Wellness

Work and Life Balance Employee Wellness

Winter Weather Safety

Winter weather is officially here! Here are some tips to keep in mind when shoveling to help prevent injuries:



- Do a few warm up exercises before beginning
- Use a shovel that is appropriate for your height and strength
- Shovel early and often
- Push the snow if possible rather than lifting the snow
- If you must lift the snow, lift it properly
- Do not throw the snow over your shoulder or to the side
- Pace yourself

For more information on these and other points, visit the following web site at:

<http://www.wellnessjunction.com/athome/ergonomics/shovel.htm>

Click on the following
icons to view this
month's EAP Newsletters

[Frontline Employee
Wellness, Productivity and You!](#)

Gundersen Lutheran Employee Assistance Program presents
The FRONTLINE Supervisor
Helping you manage your most valuable resource: Employees



3 Ways to Build Your Awareness and Create an Inclusive Holiday Environment

1. **Learn about other celebrations.** Carve out some time from online shopping or a Holiday TV show to learn about another culture's celebrations during this time. Watch a TV special on other celebrations, do a Google search on a holiday, or check out books at your local bookstore while gift shopping. Share your learning with others, and use it as a chance to expand the conversation at parties and at the dinner table.
2. **Make no expectations.** Realize that people celebrate a variety of holidays during this time of year, and some people choose to celebrate none. Be respectful of these differences by taking interest in other people's traditions and making them feel welcome. Don't be afraid to ask people what holidays they celebrate. Find out what they do during this time of the year that is special. Let it be an opportunity to learn about different cultures and religions and the traditions that accompany them.
3. **Mark your calendar and your address book.** If the calendar or PDA you use does not list holidays like Kwanzaa, Hanukah, Ramadan, and Diwali, find out the dates and record them as reminders. Many programs like Outlook allow users to add calendar dates for celebrations from different parts of the world automatically, making this task quick and effortless. Take a few minutes to mark your address book with the holidays that people celebrate. When writing holiday cards, recognize their holiday, and include a little hand-written note acknowledging their celebration.

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Grey Matters

Farewell to a Human Resources Colleague!

After 23 years, Diane Dobbs' last working day at UW-L is December 30!

Diane joined UW-L in 1987. She transferred to campus after working 10 years at Job Service in La Crosse. She has worked in Continuing Education, Economics, Administrative Services and finally in Human Resources, where she has been for 8 years. The Office of Human Resources and the campus community appreciate Diane's contributions and to show our appreciation Human Resources would like to invite staff to join us for an open house.

Date: Friday, December 17

Time: 1:00 – 3:00 pm

Place: Room 144, Graff Main Hall

Please join us in wishing Diane a long and happy retirement!



Seasons Greetings

FROM THE HUMAN RESOURCES STAFF

*Cedric Steine
Deb Hanson
Diane Dobbs
Jennifer Wilson
Jo Ann Kuester
Joy Gutknecht*

*Kathy Ring
Mark Flottmeier
Mary Dixon
Susan Hauber
Tracey Simpson*



The trouble with retirement is that you never get a day off.

~Abe Lemons

In retirement, every day is Boss Day and every day is Employee Appreciation Day.

~Unknown Wise Person

Don't act your age (in retirement). Act like the inner young person you have always been.

~J. A. West



**Begins Tuesday
December 21st**

