Human Resources

News You Can Use

A publication for University of Wisconsin-La Crosse employees

Volume II
Issue 3
November 2010

From the Desk of the Executive Director

It is hard to believe we are already half way through the fall semester. The wonderful warm, sunny days in October were a nice bonus. The first campus -wide furlough day of this academic year is the Friday after Thanksgiving, which is a furlough day observed by all agencies in Wisconsin.

Jennifer B. Wilson

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

Have you checked out My UW System?

My UW System is now being used to **distribute <u>all earnings and leave statements</u>.**

Both Leave and Earning statements will **no longer be sent via e-mail** to you. They will be available 24/7 on My UW System for you to view, **print and submit!**

Go ahead, give it a try!
<u>https://my.wisconsin.edu/</u>

My UW System is the secure gateway to providing convenient online access to your:

- **Earnings Statements**
  - Your latest Earnings Statement is <u>available</u> on My UW System at least <u>three (3) days</u> before your pay date; payments are not <u>available</u> until the <u>actual pay date</u>.
- **Unclassified Leave Statements and Reports**
  - Includes furlough time reports
- **Annual Tax Statements**
- **Annual University Staff Benefits Statements**

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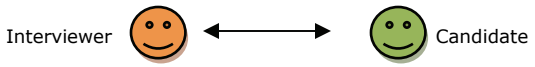
Office of Human Resources News

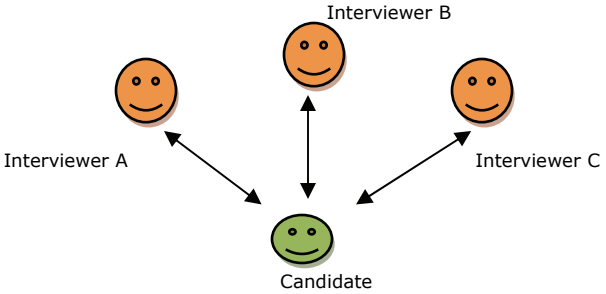
PeopleAdmin—Tracey's Tips & Topics

Types of Interviews

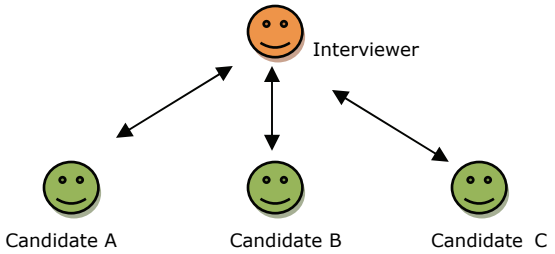
Individual Interviews – The Individual Interview involves one candidate and a single interviewer who makes the decision without input from others.



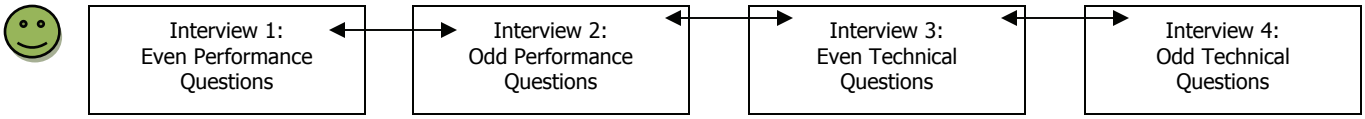
Panel Interviews — The Panel Interview has more than one interviewer present at the same time during questioning.



Reverse Panel Interviews—The Reverse Panel Interview presents several candidates to a single interviewer at the same time.



Serial Interviews — Serial Interviews pass a single candidate from person to person in order to conduct separate interviews at different times.



HRS . . . Into the Future

Implementation of the Human Resource System (HRS)

Implementing HRS is an extraordinarily complex process. The university, like a very large business enterprise, has hundreds of business processes that must comply with University policies, state laws, federal laws, international tax treaties, and the requirements imposed by hundreds of outside funding agencies. Unlike other businesses, however, the University employs people in unique personnel categories funded by various combinations of multiple state, federal, and private revenues. I thought you might be interested to learn about the work being done to implement the new system to better understand the timelines of the project.

In matching the University's needs to PeopleSoft's capabilities, the UW is re-engineering business processes to avoid altering the off-the-shelf software wherever possible. HRS project managers are looking for ways to adapt business practices to match the software's built-in capabilities. This is a conscious choice to control up-front costs, ensure a successful implementation, and reduce ongoing system maintenance costs.

Nearly 600 discrete UW business processes were reviewed to determine if they matched the PeopleSoft software or would need to be modified. Looking at the results of this "fit-gap" study, HRS project managers limited the number of modifications to a bare minimum. Even so, some modifications are needed to comply fully with legal and regulatory requirements, meaning that thousands of lines of code must be re-written. Where changes are unavoidable, UW project managers insist on having extremely detailed plans about the time and resources needed to close each gap.

Using this exhaustive process, the HRS team has developed detailed plans for about 530,000 hours of work required to move successfully from the old system to PeopleSoft. The UW System has spent more than a year creating this detailed blueprint of the human resources, payroll, and benefit processes at all 26 campuses, 72 county extension offices, and other units. This becomes the basis of a very detailed implementation plan.

Office of Human Resources News

The Unclassified Corner

Furlough 2010– 2011

We are in the second year of the Governor's Furlough Plan. As a reminder Friday November 26, 2010 is the first campus wide furlough day for 2010-11.

For Academic Staff that have pay reduced when furlough time off (FTO) is taken, you will see your pay reduced on your January 4th earning statement. The following table shows what paycheck will be affected when an FTO day is taken along with the UW-L "fixed" furlough days.

If furlough time off is taken in and reported on the furlough time sheet for:	**FTO will appear on the paycheck payable:**
July	September 1st
August	October 1st
September	November 1st
October	December 1st
November 26th (mandatory day after Thanksgiving)	January 4th
December	February 1st
January 14th (mandatory UWL day before MLK Holiday)	March 1st
February	April 1st
March 14th (mandatory UWL day of Spring Break)	May 1st
April	June 1st
May 16th (mandatory UWL day after commencement)	June 1st - for **9 month** appts. July 1st— for **12 month** appts.
June – ALL 2010-11 FTO must be used and deducted by **June 30, 2011** —Watch for submission instructions.	July 1st

Annual UIA Life Insurance Premium

The annual UIA life insurance premium will be taken from the November 1st pay date for unclassified staff. Please note, coverage is MANDATORY, by action of the Board of Regents, for all unclassified employees with base salary of at least $2,372.00 per month and no application is necessary for coverage. UIA insurance is a decreasing term life insurance, beginning at benefit level of $101,000. To view the entire benefit schedule for specific age categories, please visit http://www.uwsa.edu/hr/benefits/ins/uiaeffective2010.pdf

The Classified Corner

End of the Year Reminders

- **Legal Holiday Hours: All classified** employees must use their legal holiday hours **by December 31st** or the hours are **lost.** December 25thfalls on a Saturday this year making it a **floating holiday**. This floating holiday **must** be used by December 31st or it will be lost. When you use a legal (floating) holiday before the actual holiday, it will show as a negative LH balance on your earnings statement until earned. January 1st will also be a floating holiday, however you cannot use a floating holiday until the year it is earned (2011).
- **Personal Holidays: All** classified employees must use their personal holiday hours by December 31st or the hours are **lost**.
- **Sabbatical:** Permanent Classified employees eligible to put vacation into a sabbatical account will receive an e-mail notice by Friday, November 12th. Sabbatical forms must be completed and submitted to the Human Resources Office, 144 Graff Main Hall, by Thursday, December 2nd. Employees who are eligible and elect to receive a cash payment will be paid Thursday, December 30th. Vacation that is put into sabbatical does not expire and can be used at any time subject to prior supervisor approval.
- **Vacation:** Automatic carryover of up to 40 hours until June 30, 2011 for all classified employees.
- **Sick Leave:** Sick leave hours are automatically carried over every year for all employees.

Office of Human Resources News

Reminders and Upcoming Events

Flu Shots

UW-L employees and family members over the age of 18 will be able to get their flu shot for this year here on campus. Please make sure to bring your Gundersen Lutheran or Health Traditions insurance card with you. (Insurance Cards must be presented for eligibility.)

When: Wednesday, November 3rd, 2010
Time: 10:00 am - 1:00 pm
Where: Ward Room, Cartwright Center

Insurance Premium Holiday

What is this?

The University System is transitioning from paying **State Group Health (SGH)** and **State Group Life (SGL)** Insurance premiums two months in advance of coverage to one month.

For example, the premiums deducted from October earnings pay for SGH and SGL coverage for the month of December. During the transition period, employees will not have SGH and SGL premium deductions for one month – this is considered a **premium holiday.**

When will the SGH and SGL premium holiday occur?

- **Classified employees** (those paid bi-weekly) will not have a SGH deduction from November A earnings payable November 18, 2010. Classified employees will also not have a SGL deduction from November B earnings payable December 2, 2010.
- **Unclassified employees** (those paid monthly) will not have a SGH or SGL deduction from November earnings payable December 1, 2010.

Employees covered by the CRAFTS bargaining unit have health insurance premiums deducted on both the A and B payrolls. You will have no health insurance deduction on the October B payroll payable on November 4th and the November A payroll payable on November 18, 2010.

What will the Insurance Premium Holiday look like on my earning statement?

- For those with State Group Health you will see- - **HLTH PREM HOL**
- For those with State Group Life you will see - **LIFE PREM HOL**
- **Normal payroll deductions will resume in December.**

Student Payroll

The new Human Resources System (HRS) that is coming next year will have us using different software, but still doing business similar to the way we are currently doing it. Students will no longer use Kronos, but a similar computerized time keeping system.

The current supervisors will still build appointments, give pay raises, correct, and approve the students' timecards. Human Resources will enter students' new hire paperwork. The processes will stay the same; we will just use different software to accomplish the payroll.

Training will begin early next year. We are looking forward to the change and hope you are too.

T. Rowe Price Webinar

T. Rowe Price is offering a webinar "Retirement Investing from Beginning to End" to University of Wisconsin System employees on both November 4th and 5th this year. The webinar will be available on any computer at the following times to the first 50 registrants only for each session: The link to register for a timeslot is http://inter.viewcentral.com/reg/troweprice/uw

Thursday Nov. 4th	Friday Nov. 5th
9:30 a.m. – 10:30 a.m.	**10:00 a.m. – 11:00 a.m.**
11:30 a.m. – 12:30 p.m.	**12:00 p.m. – 1:00 p.m.**
3:30 p.m. – 4:30 p.m.	**2:00 p.m. – 3:00 p.m.**
6:00 p.m. – 7:00 p.m.	

An email will be sent to the person that registers with instructions for logging in to the website and dialing in to the audio (link, password, etc).

Please note the location, date and time below if you wish to attend a group session. There will not be any reservation required to attend either session below.

Wing Communications Center, Room 102

Thursday Nov. 4th	Friday Nov. 5th
6:00 p.m. – 7:00 p.m.	**10:00 a.m. – 11:00 a.m.**

Health & Wellness

Work and Life Balance
Employee Wellness

Seasonal Affective Disorder (SAD)

For some individuals, the declining light in the fall can usher in a form of mood disorder that goes beyond simple winter blahs. This form of depression is known as Seasonal Affective Disorder (SAD). The prevalence of SAD is not very well known. Some studies report rates between 2 - 10%. Differences in how scientists measure SAD may explain these contrasting rates. The incidence of SAD is greater in Northern latitudes where the decrease in light is greater.

The key indicator for SAD is seasonality, with symptoms beginning sometime in the fall, as daylight decreases, and subsiding with the return of light in the springtime. However, some individuals experience depressive symptoms whenever there is a stretch of days that are cloudy or overcast. The following symptoms, when they have a seasonal pattern, are often typical of SAD:

- Increased sadness, hopelessness, crying or irritability
- Change in appetite (especially a craving for sweets or carbohydrates) and possible weight gain
- Reduction in energy level
- Change in sleep/wake patterns (especially a tendency to oversleep)
- Avoidance of social situations
- Decreased concentration

As with any depressive disorder, the treatment of SAD should be undertaken under the guidance of a qualified health professional. Exposure to bright light for around 30 minutes each morning, using a high intensity "light box," can be very helpful for some individuals. Simply increasing exposure to daylight, exercising, eating healthy foods, decreasing stress and being with supportive, "comfortable" individuals can be highly therapeutic.

Source: Gundersen Lutheran EAP Program

Coping with Holiday Stress

Soon the holidays will be here and the whirlwind of the season will be in full force. Below are a few helpful tips to keep in mind when the stress of the holidays seems a bit too much to handle.

- Know your spending limit for gift giving and stick to it.
- Set realistic expectations of the holiday season, not every moment is going to be like the holiday specials on television.
- Although it may be hard to say no, do not pressure yourself to attend every holiday party that you are invited to. By only choosing to say yes to a select few of party invitations, you will be able to relax at the event and the need to rush from one event to the next is minimal.
- Remember to plan some time to relax. All too often we find ourselves engulfed in the "holiday hurries" that we forget to take time out to stop and enjoy the season.

Source *©1996-1997 American Psychological Association.*

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

Grey Matters

Thanksgiving Trivia

1. What year did the 13 colonies join in a thanksgiving celebration?
2. Canadian Thanksgiving is always on?
3. What state first adopted Thanksgiving Day as a national holiday?
4. What president appointed a day of Thanksgiving in 1863?
5. When was Thanksgiving sanctioned by Congress as a legal holiday?
6. The first Department Store to hold a Thanksgiving parade was?

Trivia Sources:
http://www.buzzle.com/editorials/11-17-2005-81669.asp
http://www.theholidayspot.com/thanksgiving/trivia.htm

FALL BACK

Remember to set your clocks back an hour.

Daylight Savings beings on Sunday, November 7, 2010 @ 2:00 a.m.

Turkey Trivia

1. According to the U.S. Department of Agriculture, how many turkeys are eaten in the U.S. at Thanksgiving?
2. What percent of Americans eat turkey on Thanksgiving according to the National Turkey Federation?
3. What famous individual argued that the turkey should become the first official bird of the United States?
4. What month is National Turkey Lovers' Month?
5. What is the turkey trot?

TRIVA ANSWERS:

Thanksgiving Trivia: 1) October of 1777 2) The second Monday in October 3) New York in 1817 4) Abraham Lincoln 5) 1941, as the 4th Thursday in November 6) Gimbel's Department Store in Philadelphia in 1920.

Turkey Trivia: 1) 45 million, that's one sixth of all turkeys sold in the U.S. each year 2) eighty-seven percent 3)Benjamin Franklin 4) June 5) A Ragtime Dance