

News You Can Use

A publication for University of Wisconsin-La Crosse employees

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From the desk of the Executive Director

Time has flown! We are already 3 months into the 100th year of our institution's existence. Take time to slow down, remember the past, and plan the future.

Election Day (11/3/09) is the exercise of our rights and responsibilities to decide the future of our country, state, and cities.

Veterans Day (11/11/09) is a time to remember and honor past and present military veterans. The Veterans Memorial on campus is a good place to contemplate the sacrifices that resulted in freedoms we enjoy.

Thanksgiving Day is a time to remember our family and friends, as well as to consider ways to provide service to others.

Jennifer B. Wilson

Furlough Information

The first campus wide furlough day will be **Friday November 27th**, the Friday after the Thanksgiving Day legal holiday. This furlough day will be observed by all state agencies. The UW-L campus will be closed. You may wish to indicate this furlough information on your e-mail "out of office" message and your voice mail. Furlough time must be recorded for all UW-L staff.

As a reminder, there are basically two groups that furlough reductions fall into-

1. Your pay is reduced all the time, by a percentage
2. Your pay is reduced when you take furlough time off

For staff with less than 100% appointments, remember that your furlough days are less than 8 hours. Below is a chart that shows the number of hours in a day for some common percentages. Charts that show all percentages can be found on the HR website in the Furlough section.

Academic Year				Annual Year		
Furlough Hours that equal one day	Academic Year Furlough Hours	Percent	Semester Furlough Hours	Furlough Hours that equal one day	Percent	Annual Year Furlough Hours
8	48	100%	24	8	100%	64
7.2	43.2	90%	21.6	7.36	92%	58.88
6.4	38.4	80%	19.2	7.2	90%	57.6
2.4	14.4	30%	7.2	.56	82%	52.48
2	12	25%	6	6.4	80%	51.2
1.6	9.6	20%	4.8	4	50%	32
1.2	7.2	15%	3.6	2	25%	16
0.8	4.8	10%	2.4			
0.4	2.4	5%	1.2			

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Office of Human Resources News

PeopleAdmin: Tips & Topics

Problem:

I am unable to login to PeopleAdmin with my username/password.

Solution:

If you have tried to log in more than once and you still get “no record found with the User Name/Password combination you entered” message, the following are a couple of things that may be causing this:

- You may be attempting to log in to the wrong version of the site. You may be actually trying to log in on the Applicant site. The link on the HR home page (gray task bar on the left) for the **applicant site** is called “Employment Opportunities at UW-L (view/apply here)” and the link on the HR home page for the UW-L **user site** (which is the correct site), is called “Recruitment (UW-L Staff Only)”.
- You may be miskeying your username. Ask HR to look up your user name in the system and verify it with you. It is common for people to use their first and last names for their username, or their 8.4 username (eg. simpson.trac). If this is the case, are you typing in a space between your first and last name, or forgetting the “dot”? This will stop you from logging into the system.
- You may be miskeying your username or password in some other way. The username and password fields are case sensitive, which is something to keep in mind as well.

If you need further help identifying why you are unable to log in, HR will be happy to assist. We can verify your correct username and will reset your password as needed.



Navigating the HR Webpage

Now and then we receive questions as to where items are located on our HR website. A tool we suggest utilizing is the *Human Resources A to Z Index Link*. This user friendly tool is located at the top of each page for navigating ease. The Human Resources website can be accessed by clicking on the following link: <http://www.uwlax.edu/hr/>

If after using this tool you still are not able to locate what you are looking for, please call the HR Office at 785-8013 and we will be happy to assist you.



11/3 Election Day

11/11 Veterans Day

11/13 Open Enrollment Deadline

11/26 Thanksgiving Legal Holiday

11/27 UW-L Furlough Day

Student Payroll Questions

1. True or False; a student can have a direct deposit to their Tower One card.
2. When Jane Doe has her first appointment built at UW-L what is her Kronos password?
3. True or False; The student's hourly pay rate is in Kronos.
4. What is the current minimum wage?
5. If a pay raise is given with an effective date of Thursday, January 1, 2010 in the Student Appointment System (SAS), what is the first day the student will earn the new rate?
6. A returning student has forgotten their user name for logging into Kronos. Where is the easiest place they can find that number without asking a supervisor?
7. True or False; when a student changes their address on WINGS, that will change the address that their W-2 is sent.

Answers located on page 5

Office of Human Resources News

Classified Corner

Permanent Classified employees eligible to put vacation into a sabbatical account will receive an e-mail notice by Friday, November 13th.

Sabbatical forms must be completed and submitted to the Human Resources Office, 144 Graff Main Hall, by Thursday, December 3rd.

Employees who are eligible and elect to receive a cash payment will be paid Wednesday, December 30th. Vacation that is put into sabbatical does not expire and can be used at any time subject to prior supervisor approval.



New Premium Rates 2010 Insurance

Dependent Upon Bargaining Unit

State Employee Health

Tier	Single	Family
1	\$34.00	\$85.00
3	\$179.00	\$448.00

UW Graduate Asst. Health

Tier	Single	Family
1	\$17.00	\$42.50
3	\$89.50	\$224.00

Tier 1 = Gundersen Lutheran

Health Traditions

Tier 3 = Standard Plan

State Group Life Insurance Spouse & Dependent

1 unit coverage \$2.50/month

2 unit coverage \$5.00/month

For further information on insurance rates click on [2010 Insurance Rates](#)

Unclassified Corner

The annual (UIA) Life Insurance annual deduction of \$24 was taken on the 10/30/09 pay date.

Please remember the deadline for all open enrollment opportunities including the vision, dental, and flex spending (ERA) plans is November 13, 2009.

NOTICE

Flu Shot Clinic Cancelled

Due to supply issues, the Flu Shot Clinic scheduled for Thursday, November 5th is cancelled and will be rescheduled for a later date. A campus announcement will be issued when this information becomes available.



E-Mail Etiquette Tips

Email is widely used for campus communication, but it has one major drawback. What can be misunderstood will be misunderstood. This column will provide some ideas that may help avoid mistakes (like offending someone when you don't mean to) and misunderstandings (like being offended when you're not meant to) to communicate better via email. Send your favorite email tips for future columns.

Pause before you hit the send button, and read the message from the recipient's perspective. Take another look before you send the message, to ensure that what you think is clear will have the same meaning for your reader(s).

One subject only. Help make the world less confusing. Try to talk about one subject per message only. For another subject, start a new email. It helps your reader and will help you organize your email copies.

Punctuation, be it comma, colon, hyphen or semicolon — all exist for a reason: they make it easier to understand the intended meaning of a sentence.

Acronyms are not known universally. DYK? They don't really save much time anyway, so avoid the code and make your emails easy to understand without interpretation. KWIM?

Health & Wellness

Nutrition Tips for a Healthy Holiday Season



1. **Focus on weight maintenance vs. weight loss during the holidays.** If you are currently overweight and want to lose weight, this is not the time to do it. Maintenance of your present weight is a big enough challenge during the holiday season. Don't set your-self up for failure by making unrealistic goals for yourself.
2. **Plan on NOT dieting after the New Year.** Anticipation of food restriction sets you up for binge-type eating over the holidays. Restrictive diets don't work in the long run. They slow down your metabolism, increase anxiety, binge eating, and make weight re-gain more likely.
3. **Eat a light snack before going to holiday parties.** It is not a good idea to arrive at a party famished. Not only are you more likely to overeat, but you are also less likely to resist the temptation of eating the higher fat and higher calorie foods.

<http://www.snac.ucla.edu/pages/Resources/Handouts/HO.Holiday%20eating.htm>

Work-Life Balance

Ways to Restore Harmony and Reduce Stress

For most people, juggling the demands of career and personal life is an ongoing challenge. With so many demands on your time — from overtime to family obligations — it can feel difficult to strike this balance. Here are some ideas to help you find the balance that's best for you:

- **Get enough sleep.** There's nothing as stressful and potentially dangerous as working when you're sleep-deprived. Not only is your productivity affected, but also you can make costly mistakes. You may then have to work even more hours to make up for these mistakes.
- **Fight the guilt.** Remember, having a family and a job is OK — for both men and women!
- **Protect your day off.** Try to schedule some routine chores on work-days so that your days off are more relaxing.
- **Set aside one night each week for recreation.** Take the phone off the hook, power down the computer and turn off the TV. Discover activities you can do with your partner, family or friends, such as playing golf, fishing or canoeing.
- Remember, striking a work-life balance isn't a one-shot deal. Creating balance in your life is a continuous process. To read the complete article *Ways to Restore Harmony and Reduce Stress*, click on the following link: <http://www.mayoclinic.com/health/work-life-balance/WL00056/NSECTIONGROUP=2>

EAP NEWS

To view this month's EAP newsletters provided by Gundersen Lutheran, please click on the newsletter icon.

Gundersen Lutheran Employee Assistance Program presents

The FRONTLINE Supervisor

Helping you manage your most valuable resource: Employees

Frontline Employee

Wellness, Productivity and You!

Health is a state of complete physical, mental and social well-being, and not merely the absence of disease or infirmity.

~ World Health Organization, 1948

Winter Safety

UW-L's inclement weather plan is invoked in the most serious times when conditions make travel to and from campus dangerously imprudent or other events cause serious safety concerns. To view the inclement weather policy please click on the following link: http://www.uwlax.edu/hr/current/docs/2008_UW-L_Handbook.pdf

October snowflakes provided us all with another reminder that winter is on its way. In preparation of all the snow shoveling that lies ahead, please review the link below to review proper shoveling techniques to prevent injuries.





Grey Matters



The object of this puzzle is to tease apart two different words of equal length from the nonsense string of characters. The letters must appear in the string in the same order as they appear in each respective word. For instance, from the string 'BAUDDY' you can tease out the words 'BUY' and 'ADD'. You could not make the word 'DAY' because the D comes after the A. Once you have worked the puzzle to your satisfaction, check in the answers section.

SHOPUNED
FELLOPEAT
DARTAWTACERK
CLOMARBINGEST

Source: *Play With Your Mind* (playwithyourmind.com)

"Respect...is appreciation of the separateness of the other person, of the ways in which he or she is unique."

--Annie Gottlieb



Centennial Celebration Trivia

1. In what year did the Homecoming tradition of "Hanging of the Lantern" begin?
2. In what year did the establishment of the faculty senate occur?
3. What club is considered the longest continuous organization in the school's history?
4. Who was the second president in the school's history?



Answer Key

Student Payroll Quiz: 1)TRUE; THEY SHOULD ATTACH COPY OF THE WEB PAGE THAT INCLUDES THEIR ROUTING AND ACCOUNT NUMBERS 2)doEPASS 3)FALSE 4)\$7.25 5) JANUARY 11, 2010; THE FIRST DAY OF THE NEXT PAY PERIOD 6) ON ONE OF THEIR PREVIOUS PAY STATEMENTS 7)FALSE

Word Tease Answers: SHOPUNED (SPUD + HONE), FELLOPEAT (FLOAT + ELOPE), DARTAWTACERK (DRAWER + ATTACK), CLOMARBINGEST (COMBINE + LARGEST)

Centennial Celebration Trivia: 1).1931 2)1965 3) THE PHYSICAL EDUCATION CLUB 4) Ernest A. Smith

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