

News You Can Use

A publication for University of Wisconsin-La Crosse employees

From the Desk of the Executive Director

2011 is promising to be a very interesting year.

This year is starting with a federal ‘tax holiday’ of a 2% decrease in employee social security taxes, which results in a one-year salary increase which you can learn more about in this newsletter.

We also start the new year with a new EAP provider that will continue to provide help with a phone call or email. Learn more on page five.

As the new HRS (PeopleSoft HR/Payroll/Benefits system) is nearing implementation, HR staff will be more directly involved in training and ‘hands on’ testing.

All in all, a year of challenges and opportunities awaits us.

Jennifer B. Wilson

Jennifer B. Wilson, Ph.D., SPHR

New Look for My UW System Portal



As we move closer to the implementation of HRS, the portal will continue to be enhanced for your benefit.

You may have noticed the banner is different and there is a new section titled “HR, Payroll and Benefits News”. This area will have information on future HRS functionality. When you take a moment and explore this information, you will find that some of the links take you to the University of Wisconsin System webpages. These are the same pages to which the HR website links.

There are individuals here in the UW-L HR Office that can answer your questions on payroll, benefits and general HR topics. The UW System webpages provide information to all of us as UW System employees.



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Office of Human Resources News

PeopleAdmin — Tracey's Tips & Topics

Updated Search and Screen Procedures Documents

The Faculty Search and Screen Procedures document as well as the IAS-NIAS-Administrative Search and Screen Procedures have recently been updated to include some sample diversity statements located in Step 2 – Placing the Advertisement section of the Faculty document and on Page 2 – Placing the Advertisement section of the IAS-NIAS-Admin document.

Specifically, the updated documents indicate the following:

All of the advertisements regardless of form must include a statement regarding UW-L's value of diversity. Search committees may use the sample statements as written or modify the statements as needed. Alternatively, search committees may feel free to create an original statement about our value of diversity.

Note: Sample diversity statements are included in SS Procedures documents.

In addition, all advertisements, regardless of form, must include the following statement:

“UW-L is an AA/EEO employer.”

All advertisements must also include the following Criminal Background Check (CBC) statement:

“Employment will require a criminal background check. A pending criminal background charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, UW-La Crosse does not discriminate on the basis of arrest or conviction record.”

This statement may be modified with advance HR approval to “Employment will require a criminal background check. “

Please be sure to use the appropriate updated SS Procedures document for any pending or upcoming searches. The documents are located at: http://uwlax.edu/hr/employment/PeopleAdmin/PA_forms_templates.htm



HRS . . . Into the Future

HRS Update

HR staff will be involved in major off campus activities for HRS in January through March.

User Acceptance Testing (UAT) will involve many of the HR staff traveling to test locations several days a week to perform various functions/actions in the new HRS system to ensure it works. Data entry will increase familiarity with the system and efficiency in using it. By working as a team at these sessions, we will bring a high level of competence to go-live in April 2011.

Parallel payroll testing has started and will continue through early March. Cedric Steine will spend several days a week comparing the results of running the same payroll data run through the current system and the new system to reconcile any differences. This will result in changes to the system, if necessary, to ensure accurate information and high customer service. Cedric will be one of the system wide experts on HRS payroll and benefits as a result of his work on this.

Our goal is to provide timely, quality HR services, even as our staff do extra work away from campus to prepare for and successfully implement HRS. Since HR staff will do work that is new to them, we request your patience during the transition. Comparing what we have in the current system and what we anticipate in HRS, we believe the work is well worth it. We hope you will find the new system better meets your needs, as well.

Office of Human Resources News

The Unclassified Corner

T. Rowe Price Retirement Webinar

T. Rowe Price is sponsoring the webinar "Retirement Investing From Beginning to End" on February 7 and 8. You can watch the presentation on your own computer or listen to the audio portion on your telephone. This 40-minute program is a comprehensive presentation that explains asset classes, reviews the concepts of risk and return, and helps employees make the most of their investment choices. Preregistration is not required.

For more information, go to:

<http://www.uwsa.edu/hr/benefits/retsav/trpwebinar.htm>

Payroll Corner

W-2 Statements on My UW System Portal

W-2's were mailed out January 21st. They are also on My UW System Portal; the same place earning statements are available. For security purposes, your Social Security Number is not on the on-line form. You can hand write the Social Security Number on the W-2'S you attach to your tax forms.

If a former employee (including students) needs a duplicate W-2, have them contact Mark Flottmeier, flottmei.mark@uwlax.edu as former employees do not have access to the portal.

The Classified Corner

Vacation Carryover

Happy New Year to all Classified Employees! A reminder that Vacation Carryover will be listed on your earnings statement as VC.

To use your vacation carryover, you simply record it under the vacation column on the time-sheet and your vacation will automatically be deducted from your vacation carryover balance before your new allotment of vacation for 2011.

New Year's Day, Christmas Eve, and New Year's Eve will be floating holidays this year. You can use these floating holidays any time during the calendar year.

Please remember that Personal Holiday must be used the same year it is earned or it will be lost. Also keep in mind that all furlough time off for 2010-2011 must be used by June 18, 2011 and there are two more Mandatory Furlough Days remaining in 2011, March 14th and May 16th.

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Office of Human Resources News

Updates, Reminders and Upcoming Events

Federal Payroll Tax Holiday for 2011

Recent tax cuts, agreed to by Congress and signed into law by President Obama, will allow a large number of Americans to get a year-long discount on their payroll taxes in 2011. It is referred to as the "Payroll Tax Holiday." U.S. employees will be paying 2 percent less in Social Security taxes this year which means a bigger paycheck. Normally, employees pay 6.2 percent of their gross compensation to the Social Security portion of FICA taxes, but only on the first \$106,800 of your earned income. In 2011, that number will fall to 4.2 percent, resulting in the 2 percent reduction. Employer contributions will not change.

Most workers will see their paychecks grow by 2% as we head into 2011. That means for those making, say an average of \$50,000 a year, they'll see about \$83 more a month, which ends up to be about \$996 dollars extra for the year.

Kiplinger's has a calculator on its web site that can help you figure out how much of an increase you will see in your weekly/bi-weekly paycheck. [Click here to check out the calculator.](#) Be aware of the fact that the calculator only covers the 2011 tax cut. It doesn't account for the \$400 maximum per person you may lose if you qualified in 2010 for all or part of the Making Work Pay tax credit.

Employers have until January 31, 2011 to put in place the new payroll tax rate of 4.2%. Any adjustments or corrections will have to be made by March 31. Human Resources will share more information on this as we receive it from the processing center.

Required Notification of Drug Free Workplace Policy

In compliance with federal and Wisconsin laws, UWSA policy and UW-L policy, employees are reminded that UW-L complies with Drug-Free Workplace regulations. Additional information is available at http://www.uwlax.edu/hr/employment/drug_free_workplace.htm

The unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students and employees on university property or as part of university activities is prohibited.

Any employee convicted of violating a criminal drug statute at UW-L must notify their dean, director or department chair within five days of the conviction, if they are employed by UW-L at the time of conviction. The dean, director or department chair will immediately notify the Human Resources office for review and possible action. All employees are required to abide by the terms of the policies as a condition of continued employment.

The required Biennial Report was approved September 14, 2010 by Chancellor Gow. The report and related resource materials may be viewed on the HR Web page: <http://www.uwlax.edu/hr/DrugFreeAct2010-2012.pdf> You may also request a copy of the report and policy from Susan Hauber in Human Resources, 144 Graff Main Hall. This required notice will also appear in the Campus Connection and will be sent to every UW-L employee.

Health & Wellness

Work and Life Balance Employee Wellness

New Employee Assistance Program Provider

The UW-La Crosse Employee Assistance Program (EAP) provider has changed from Gunderson Lutheran to Winona Counseling Clinic/Associates in Counseling LLC, effective January 1, 2011.

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. Local contact information for our new EAP provider is:

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

Email: lacrossecounselingclinic@gmail.com



Getting Tired of the Snowy Winter?

Even though Spring may be right around the corner, chances are we have several more weeks of snowy weather ahead of us. To help stave off those feelings of cabin fever, below are some tips until the days of warmer weather arrive.

- Try a new winter sport. By making the most of the situation, you may even discover a new hobby in the end.
- Take a quick walk outside to get some fresh air, weather permitting.
- Catch up on some reading. Take the opportunity to read those books that you have been meaning to for the last year.
- Use this time as a chance to catch up on your home project to do list. Just think how glad you will be when Spring arrives and these projects are already done!

Slips, Trips & Falls

This is the time of year that we continue to have snowy and icy conditions on our sidewalks and roadways.



Please use caution when walking, especially when there is a light coating of snow that can be hiding icy spots. Use small shuffling steps, wear shoes or boots with good tread (or those removable grippers) and allow extra time for arriving at your destination.

If you should slip or fall, please complete an "accident report" that can be found on the Human Resources web site.

"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



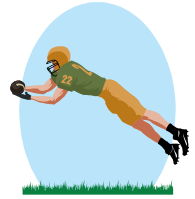
Grey Matters

Green Bay Packers Trivia

Since the Green Bay Packers are headed to Super Bowl XLV, we thought a bit of Packer trivia was in order.



1. In what year did the Packers win their first Title?
2. In what year did the Packers play in their first Hall of Fame?
3. What was the final score of Super Bowl I?
4. T/F The Packers had Co-Coaches at one point in their history?
5. Who held the position of Green Bay Packers head coach for the longest time?
6. Who wore the first jersey retired by the Packers and in what year?
7. Who was the Hall of Fame quarterback that led Green Bay to their first Super Bowl?
8. Who was the coach that led the Green Bay to their first two Super Bowls in 1966 and 1967?
9. What Packer scored a total of 823 points throughout his career?
10. What Packer running back rushed for a total of 8,207 in 1,811 attempts?
11. What Green Bay Packers quarterback holds the team record for most passing yards in a season?
12. What is the total number of pass attempts made by Brett Favre in one game, against San Francisco in 1996?



Welcome

Welcome to
Megan Stauffacher
&
Shelle Gholson
who joined the
Human Resource
Office in January



Punxsutawney Phil will soon make his appearance on February 2nd to predict if mother nature has six more weeks of winter weather in store for us! Lets hope not!

Green Bay Packer Trivia Answers

1) 1929 2) 1969 3) Packers 35 Chiefs 10 4) True, In 1953 Hugh Devore and Ray McLean coached two games and were 0-2 5) Earl "Curly" Lambeau 6) 1951 Don Hutson 7) Bart Star 8) Vince Lombardi 9) Don Hutson 10) Jim Taylor 11) In 1983, Green Bay Packers quarterback Lynn Dickey threw for 4,458 yards, setting a team record for most passing yards in a season. 12) 61

Trivia Sources:

<http://www.funtrivia.com/submitquiz.cfm?quiz=138119>

<http://www.funtrivia.com/submitquiz.cfm?quiz=139922>

<http://packertrivia.com/>

http://www.usefult trivia.com/sports_triviagreen_bay_packers_trivia_index.html

