

News You Can Use

A publication for University of Wisconsin-La Crosse employees

From the Desk of the Interim Director

February 2011

As we begin 2012, there is a lot of activity in Human Resources.

We welcome Madeline Holzem, our new HR Director. She will be joining us next week. We are introducing a new page in our newsletter, it will provide information on the University Personnel System (UPS). Thank you to everyone who attended the informational session last week on UPS. Additionally, the website on the Classified Compensation Plan has been updated to include the PowerPoint we shared with the campus community in January. In the event that you were not able to attend either of these informational sessions, HR will be hosting a monthly brown bag to answer any questions you may have on UPS or general HR related questions. We invite you to attend as you can. Please take a couple of minutes to review the information on the [UPS](#) and [Classified Comp Plan](#) website.

Thank you

Joy

W-2 Statements on My UW Portal

W-2's were mailed out January 27th. They are also available on My UW System Portal next to your earnings statement; second tab labeled tax statements. For security purposes, your Social Security Number is not on the form. You can write the SSN on the forms you attach to the tax forms.

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



INSIDE THIS ISSUE

HR NEWS 2-3

UPS Information Page

Classified Staff Reminders

HR- UPS Brown Bag

Fidelity Campus Visit

Drug Free Workplace

Policy Notification

HEALTH/ WELLNESS 4

Resolution Tips

Managing Stress

GREY MATTERS 5

President's Day Fun Facts

Office of Human Resources News



What is University Personnel System (UPS)?

Through its 2011-13 biennial budget, the State of Wisconsin **authorized and directed** the University of Wisconsin System to develop **two distinct new personnel systems**:

- One for all UW-Madison employees
- One for all other UW System employees

These new systems are to be implemented on **July 1, 2013**.

How will the campus community stay informed?

- Information on both the UW-L and UWSA website.
 - ⇒ Both sites have a great deal of information. Please take a couple of minutes to check them out!
 - ⇒ Click here for the [University Personnel System](#)
- Monthly “brown bag” sessions.
- Information in campus connection
- UPS page in the our monthly newsletter
- Campus wide emails as needed

Who is representing our campus on the UPS Task Force and Work Groups?

Jim Treu

- o IS Tech Service Specialist
- o Chair of Classified Staff Advisory Council
- o Employee Movement work group

Dave Anderson

- o Custodial Services Program Manager
- o Employee Environment work group

Sandy Suchla

- o IS Networking Services Senior
- o Classified Staff Representative/Member of UPS Task Force

Deb Hanson

- o Human Resources Manager
- o HR Liaison Classified Staff Advisory Council
- o Employment Categories work group

Kerrie Hoar

- o Senior Lecturer in Biology
- o Member of Faculty Senate
- o Compensation work group

Where is the information from the October 2011 listening sessions?

The current state assessments of the existing personnel systems completed by UW institutions have been compiled and summarized in one report. Each UW institution (except UW-Madison) completed a current state assessment. Each individual report was reviewed, and duplicate and extraneous comments were deleted.

The assessments were then combined into [a single report](#) that categorizes current state problems, symptoms, and limitations into several overarching categories: General; Benefits and Leave Entitlements; Classification and Title; Compensation; Employment; Layoffs and Grievance Procedures; Recruitment; Supervision and Discipline; Work Environment; and Miscellaneous.

Institutions' Current State Assessments ([current state assessment report](#))

Office of Human Resources News

Reminders to all Classified Employees

Vacation Carryover

- To use vacation carryover, record it under the vacation column on the timesheet. (A reminder that all carryover will now be listed on your earnings statement as Vacation-Carryover).
- Your vacation will automatically be deducted from your vacation carryover balance before your new allotment of vacation for 2012.

Personal Holidays

- Personal Holidays must be used the same year it is earned or it will be lost.

UPS Informational Sessions

HR will host monthly 'brown-bag' sessions for the campus community to ask questions about UPS and other HR related items.

The brown bag sessions will be held throughout the year on the third Wednesday of the month, from 12p-1p in Cartwright Center. Bring your lunch and your questions!

The first 'brown-bag' session will be held Wednesday, February 15th at 12:00 pm in 340 Cartwright Center.

Fidelity Campus Visit

Fidelity Campus Visit Fidelity Investments, a vendor of the UWS Tax-Sheltered Annuity 403(b) program will be on campus on Friday, March 16th to offer individual financial counseling sessions to employees. Please refer to the Human Resources webpage for a flyer that explains how to schedule a session.

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

New Year's Resolutions...

So have you kept up with your New Year's resolutions?

The year is still new so if your resolutions have fallen by the wayside, remember that it is never too late to begin anew.

Below are some tips to help you keep on your resolution path and remember to give yourself a break. If you slip up, you have tomorrow to get it right!

- Review your resolutions. Reminding yourself of your resolutions either on a daily or weekly basis will remind you of the reasons why you wanted to make these changes in the first place.
- Set mini goals along the way that will eventually result in the completion of your resolution. The thought of completing a major task can be overwhelming; setting mini milestones along the way will help you to continue to be motivated.
- Planning is the key to success. If one of your goals is to exercise, make appointments on your calendar for you to do so. Remember to treat these appointments like any other commitment on your schedule.



Managing Stress

Stress can escalate until your neck is sore, your heart is racing, and you feel overwhelmed. On an average day, more than half of the workforce leaves work with neck pain, tired eyes, or sore hands. Many take the stress home, vent with family or friends, and then have trouble sleeping. Stop the stress cycle with these quick, easy tips.



Prioritize. Write down your top three priorities for the day. Put the rest aside. If possible, stop answering your phone or e-mail for thirty minutes. Collect yourself. Focus. When priorities change, pitch that note and write another with only three points. Don't think too far ahead. Stay in the moment. Work on what's in front of you.

Visualization. Picture your favorite place to relax. Beach? Woods? Hiking trail? Keep a picture in your office or on your refrigerator. Pause to feel, hear, and smell your special place. Be there, and the next time you visit your place of contentment, anchor more vivid images to access when your stress cycle begins to escalate.

Deep Breaths. Slow racing thoughts and relax knotted muscles by breathing deeply and slowly, at least ten times. Breathe in through your nose and exhale through your mouth.

Laugh at Yourself.



It's impossible to smile and stay stressed. If you smile when you're talking with a coworker or smile when you answer the phone, your stress will unwind.



Stress-free Snacks. Sugar can make you feel great during stressful times, but when your blood sugar crashes, you end up more strung out than before. Choose high-protein snacks such as yogurt or nuts or fibrous vegetables and fruits such as carrots or apples.



What the EAP can do. If these tips don't work for you, or if you think you need something more, phone the EAP. You may need additional help to resolve personal problems or issues that are the source of stress in your life. The EAP will help you find a way to feel good again.



Grey Matters



President's Day Fun Facts



In honor of President's Day here are some fun facts about some of our past leaders.

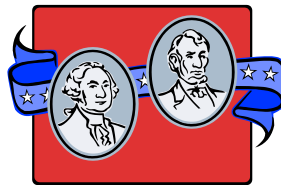
- **Washington's Birthday was celebrated publicly for the first time in the late 18th century, while George Washington was still president.**
- **Fourteen presidents have served as vice presidents.**
- **Vice Presidents were originally the presidential candidates receiving the second-largest number of electoral votes.**
- **Abraham Lincoln is the only president to receive a patent.**
- **America began celebrating Lincoln's birthday (Feb 12th) the year after his assassination.**
- **The tallest president was Lincoln.**
- **The shortest president was Madison.**
- **Cleveland was elected for two non-consecutive terms and is counted twice as the 22nd & 24th president.**
- **The teddy bear stuffed animal was named after Theodore "Teddy" Roosevelt.**

"I hope I shall always possess firmness and virtue enough to maintain what I consider the most enviable of all titles, the character of an "Honest Man."

George Washington

"The probability that we may fail in the struggle ought not to deter us from the support of a cause we believe to be just".

Abraham Lincoln



**Punxsutawney Phil sees shadow,
6 more weeks of winter weather!**

Lets hope not!