

News You Can Use

A publication for University of Wisconsin-La Crosse employees

From the desk of the Executive Director

I hope you all had a refreshing break in your routine and are looking forward to the spring semester, and dare I say, spring.

We are adding a new column to provide information on the Human Resources System (HRS) being implemented system wide. HRS will provide improvements in service to employees when fully implemented. The employee self service potential is something, we in HR, are eagerly anticipating. You will hear more about this in future issues.

Jennifer B. Wilson

Employee Assistance Program (EAP)

Each month we feature links directing readers to monthly EAP newsletters provided by Gundersen Lutheran. The Frontline Supervisor and Frontline Employee are valuable resources to assist all UW-L employees.

As a reminder, EAP offers assistance with various topics ranging from personal financial concerns to work related issues. Take advantage of this fabulous program right at your finger tips! To view this month's EAP Newsletters, please click on the following icons:

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

Frontline Employee
Wellness, Productivity and You!

February is Black History Month

As we pause to reflect on Dr. Martin Luther King, Jr. and his profound impact on the world, here are some of his mightiest words of wisdom for us all to consider.

WORK: *All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence.*

LEADERSHIP: *A genuine leader is not a searcher for consensus but a molder of consensus.*

ETHICS: *Means we use must be as pure as the ends we seek. The time is always right to do what is right.*

SERVICE: *Life's most persistent and urgent question is: "What are you doing for others?"*

JUSTICE: *Injustice anywhere is a threat to justice everywhere.*

VALUES: *If we are to go forward, we must go back and rediscover those precious values — that all reality hinges on moral foundations and that all reality has spiritual control.*

For additional reading regarding Dr. Martin Luther King, Jr. please visit the following site source: <http://manpowerblogs.com/toth/index.php?s=luther>

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Inside this Issue

HR News	
PEOPLEADMIN	2
HRS INTO THE FUTURE	2
HR WEBPAGE TIPS	2
UNCLASSIFIED CORNER	3
CLASSIFIED CORNER	3
HR REMINDERS	4
DRUG FREE NOTICE	
VSP INFORMATION	
HT FITNESS INFO	
Health/Wellness	5
FITNESS FOR BUSY PEOPLE	
WINTER SAFETY	
WORK-LIFE BALANCE	
Grey Matters	
TRIVIA	6
COUNTDOWN TO SPRING	

Office of Human Resources News

PeopleAdmin: Tracey's Tips & Topics

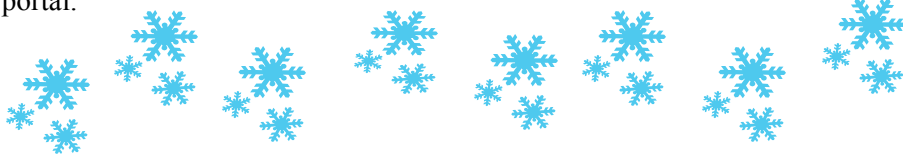
Reviewing Application Materials

To review applicant materials in PeopleAdmin according to the date of application submission, you need to **refresh your screen each time you log in** to PeopleAdmin by **clicking on the arrow in the "Date Applied" column heading**. Applicants will then be refreshed and re-sorted so that they appear in the order of when they applied.

To save time when reviewing applicant materials, click on the "all/none" column heading on the right side of your screen (or just click in a few check boxes at a time) then scroll to the bottom of your screen and click on the "view multiple documents" button. This will provide you with a rolling view of applicant documents versus clicking in and out of each document individually.

The "view multiple documents" feature works especially well when a search and screen committee is meeting to review applicants.

SS committee members (Guest Users) also need to use the "view multiple documents" feature to view letters of reference submitted via the confidential portal.



HRS . . . Into the Future

This column will provide information on the University of Wisconsin System's Human Resource System (HRS). The homepage for the HRS Project (<http://hrs.uwsa.edu/index.html>) indicates:

HRS is a new integrated system for all human resources, benefits and payroll operations across all University of Wisconsin campuses. HRS will streamline the hiring process, as well as the paying of employees by integrating them into one system.

HRS's four main objectives are:

- Systems Integration
- Greater Customer Service
- Risk Mitigation
- Process Efficiency

The current UW payroll system has been in place since approximately 1975. The UW System relies on this increasingly outdated and inflexible system to manage the payroll and benefits for about 67,000 faculty, staff, and student workers from 26 UW campuses and 72 county UW-Extension offices.

Navigating the HR Webpage

We frequently get questions from staff who use Macs regarding opening their leave statements.

Leave Notices issued by Human Resources arrive in your email in a PDF format. Based on their formatting, they do not print while using Adobe Reader to view them. Instead, you should be able to print it using Preview (which comes pre-installed on all Macs).

You'll find a link to the instructions on the Human Resource website's [A to Z Index](#) under "Leave" or by going to the following link: <http://www.uwlax.edu/hr/Forms/Payroll/PrintingLeaveNotices-Mac.pdf>

The same system is used to generate reports for the legislature and various agencies that expect accurate, timely information about our workforce. Because this antiquated system must be replaced, we are pressing forward with long-range plans to develop and install a new Human Resource System (HRS).

The HRS system is based on Oracle's PeopleSoft Human Capital Management suite. This modern system will help us standardize business practices, improve service to our employees, and ensure higher levels of data integrity in all our business practices and external reporting. It will consolidate hundreds of redundant campus systems into a single, reliable system, and provide employees with direct access to their own payroll and benefits information. The new system will also provide greater security for sensitive personal data such as social security numbers.

More information and updates on the progress of HRS and the impact on our campus will be provided in future newsletters. Please send questions that can be addressed in future columns.

Office of Human Resources News

The Unclassified Corner

New NonMedical Leave Policy

The Board of Regents recently changed policy on the approval of unclassified nonmedical leaves. The changes give the chancellor on each campus the authority to approve up to five years of leave for faculty and academic staff. Beyond the five years, the president of the UW System must approve the leave and must report these approved leaves to the Board of Regents annually.

The leaves provide time to pursue business development, education, or other approved activity. In part, this action may spark business development in Wisconsin based on UWS expertise and research

Income Continuation Insurance

Please note the following information regarding Income Continuation Insurance (ICI), our short and long term disability insurance for income protection.

ICI premium rates for 2010 will increase slightly effective February 1, 2010. The premium rate charts are available through the links listed below.

Classified Staff Premiums For Classified Staff, your category and respective premium is based on your sick leave balance in the previous calendar year.

[Standard Coverage by Category](#)

[Supplemental Coverage by Category](#)

Unclassified Staff Premiums For Unclassified Staff, your premium is based on your previous year's earnings and the elimination period you selected for coverage.

[Standard Coverage by Elimination Period](#)

[Supplemental Coverage by Elimination Period](#)

The Classified Corner

Classified Leave Policy

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 timesheet and your vacation will automatically be deducted from your vacation carryover balance before your new allotment of vacation for 2010.

Christmas Day will be a floating holiday this year. You can use this floating holiday 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 2009-2010 must be used by June 19, 2010 and there are 2 more Mandatory Furlough Days remaining this fiscal year, March 15th and May 17th.

W-2 Statements

W-2's were mailed out the last week of January. If you need a duplicate, Human Resources will have them available by mid-February. **A photo ID is required to pick up a duplicate W-2.**

Student Payroll

If a student has all of their appointments closed and one is reactivated the password will reset to the student's last name, all lower case; [or namepass if the last name is less than five letters].

Students with appointments that have ended will still show in Kronos until the Friday after the appointment is ended. Some times the student can be seen for an additional two weeks. This is done so that you can adjust the previous pay period.

When a new appointment is built in the Student Appointment System (SAS), the students will be able to punch in after the next SAS update which is at 15 minutes after the hour every hour. Supervisors will be able to see them the next day.

Office of Human Resources News

Reminders

Health Tradition Offers State of Wisconsin Employee/Retiree Fitness Center Reimbursement

Health Traditions will provide its health plan subscribers with a reimbursement of fitness center membership fees, up to \$200, for use at any approved local gym or fitness center. The fitness center reimbursement program is designed to help you incorporate exercise into your life so you can maintain or improve your health.

Please visit **Health Traditions** at: <http://www.healthtradition.com/members/fitness.aspx> for complete details and eligibility requirements.

One of the approved facilities is right here on our campus, the Recreational Eagle Center. Memberships may be purchased annually, by semester, or for the academic year. Membership includes access to track-side cardiovascular equipment, a Magnum multi-system strength station, 200 meter track, wooden courts, climbing wall, racquetball courts, multi-purpose room, martial arts room and when available, the pool and racquetball courts in Mitchell Hall. Members are also eligible to sign up for our popular Group X fitness classes.

Call 608.785.5222 or visit us online at www.uwlax.edu/recsports

Pricing Information	Semester	Summer	Academic	Annual
Faculty/Staff/ Emeritus	\$91	\$43	\$182	\$225
Faculty/Staff/Emeritus Spouse/Partner	\$91	\$43	\$182	\$225
Student Spouse/Partner	\$63	\$26	\$127	\$152

VSP Vision Information

Effective January 1, 2010 VSP has replaced Optum Health as our new vendor for Vision Care insurance. If you did enroll in the new plan for coverage, please note the following. When accessing service at a participating VSP provider, please use your Person ID number instead of your Social Security number for identification. Your Person ID can be located on your earnings statement and be used for a quick reference.

Required Drug Free Workplace Notice

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 www.uwlax.edu/hr/employment/drug_free_workplace.htm

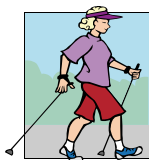
The unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students and employees on university property or as part of university activities is prohibited.

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 3, 2008 by Chancellor Gow. The report and related resource materials may be viewed on the HR Web page: <http://www.uwlax.edu/hr/DrugFreeReport2008-2010.pdf> You may also request a copy of the report and policy from Human Resources, 144 Graff Main Hall, ask for Susan Hauber.

This required notice will also appear in the Campus Connection and will be sent to every UW-L Employee.

Health & Wellness



Fitness for Busy People



Does your day begin early in the morning and end late at night? There is so much to do, and so little time for fitness and exercises. Is there a way out?

How to squeeze exercises into your busy schedule?

Running or walking may be a good choice. Both are excellent kinds of physical exercises to burn more calories, shed those unwanted pounds and control your weight. For example, a 150 lb person walking at 3mph burns approximately 320 calories per hour. Brisk walking at 4.5 mph burns even more calories, about 440 calories per hour. Heavier people burn more calories than thinner ones.

Both running and walking have many advantages:

- You can run or walk even if you have only half an hour of spare time.
- You do not have to go to a gym; go out and run or walk along the street or in the park.
- You do not need any special equipment, just a pair of comfortable running shoes.

Running or walking: which one to choose?

When choosing between running and walking, consider your general physical state. Take up walking instead of running if you have increased arterial pressure, problems with your spine or much excess weight. Your physical activity should be appropriate for your age. It is always a good idea to ask your doctor for advice before making any significant changes to your lifestyle.

Walking is easier, but running makes you burn more calories for the same period of time. Fast walking may be the most preferable combination of both, as it makes you burn calories and does not require too much time.

Article Source: <http://www.wellnessarticlelibrary.com>

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• "If you are going to achieve excellence in big things, you develop the habit in little matters. Excellence is not an exception, it is a prevailing attitude." –
• Colin Powell
.....

Snow Shoveling Safety

The weather in December started out mild enough, but after all, this is Wisconsin and snow is expected when you live in this area. Along with the snow of course comes shoveling. 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
- See what you are shoveling
- Pace yourself

For more information on these and other points, visit the web site at: <http://www.wellnessjunction.com/athome/ergonomics/shovel.htm>

Balancing Work and Life

The Life Juggle How to Find Life/Work Balance

1. **Develop a mindset of community.**
Get rid of that old mantra that you have to do it alone. No one achieves professional success without help from others. Think of the people who are your friends, family and colleagues as community and get over any reluctance to ask for help.
2. **Become a better planner of work and personal time.**
Improve your planning skills. Buy tickets in advance for events, and go with other people, so you won't cancel to catch up on invoicing, paper work, or reading those important publications.

To read the full article by Simma Lieberman please click on the following link: <http://www.simmalieberman.com/articles/lifejuggle.html>



Grey Matters

Groundhog Day Trivia



1. If the groundhog sees his shadow on February 2nd, what does this predict?
2. The groundhog is actually a member of the rodent family of mammals. What are some other names for the groundhog?
3. When was Groundhog Day first celebrated?
4. The celebration of Groundhog Day was derived from the ancient Christian celebration of what?
5. What is the name of the specific location where Punxsutawney Phil emerges and looks for his shadow?
6. In 1981 Punxsutawney Phil wore something special. What was it?
7. What is Punxsutawney Phil's official name?
8. Who is the first American president to meet Punxsutawney Phil?
9. On occasion, Phil has been known to skirt federal law. What did he threaten if he wasn't allowed a drink during Prohibition?
10. What song is heard every morning on Bill Murray's radio in the 1993 comedy film Groundhog Day?
11. When was **Jimmy the Groundhog** born?
12. Where does **Jimmy the Groundhog** live?
13. When did **Jimmy the Groundhog** make his debut?
14. **Jimmy the Groundhog** is on what social network?

Sources:

<http://www.funtrivia.com/trivia-quiz/World/Groundhog-Day-Trivia-166524.html> ~ http://www.associatedcontent.com/article/1380030/a_groundhog_day_trivia_quiz.html?cat=47 ~ <http://www.groundhogcentral.com/history.php> ~ <http://www.facebook.com/pages/Jimmy-the-Groundhog/45137354508>

Countdown to Spring

SIGNS THAT SPRING IS ON THE WAY.....

- 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!
- Football season has come to a close -Superbowl Sunday is February 7th
- Baseball Spring Training begins March 3rd.

February 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

March 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

INDOOR PLANTING TIPS!



When starting your garden seedlings indoors, plant the seeds in egg shell halves. Simply crack the shells around the roots of your plants & transplant them outdoors--the shell is a natural fertilizer!



SPRING WEATHER TRIVIA

How much rain water is in a thunderstorm-cloud?

Answer Key

Groundhog Day Trivia: 1)Spring is just around the corner 2) Woodchuck, land beaver, whistlepig 3) February 2, 1886 ,earlier references go back to 1841 4) Candlemas Day 5) Gobbler's Knob 6) A yellow ribbon 7) Punxsutawney Phil, Seer of Seers, Sage of Sages, Prognosticator of Prognosticators, and Weather Prophet Extraordinary 8)Ronald Reagan 9) impose 60 weeks of winter 10) "I Got You Babe" – Sonny and Cher 11) Spring of 2000 12) Sun Prairie, WI 13) 2001 14) Jimmy has his own Facebook account at: <http://www.facebook.com/pages/Jimmy-the-Groundhog/45137354508>

Spring Weather Trivia: There can be as much as 150-thousand tons of water inside a cumulonimbus cloud. That's enough to fill a pond a mile long, 300 feet wide and five feet deep. <http://www.wxduke.com/spring.htm>

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