

From The Desk of The Executive Director

We are going to devote much of this issue to the new secure portal, **My UW SYSTEM**, that is now available to UW-L Employees. An issue with getting access has been resolved. If you could not get into the portal when you tried earlier, please try it again now. This portal will put many important documents and news items at your finger tips, as one part of the UW System implementation of a new Human Resource System (HRS) using PeopleSoft as a base. Read on to take a tour of this resource.

Jennifer B. Wilson

My UW System Portal Launched for UW-L Employees

We are very excited to announce you now have access to **My UW System**, a secure portal that delivers human resource, payroll and benefit information to your fingertips from any computer with internet access. **My UW System** is an easy-to-use, secure gateway providing convenient online access to your:

- Earnings Statements
- Unclassified Leave Statements and Reports (including furlough time reports)
- Annual Tax Statements
- Annual University Staff Benefits Statements

Follow these steps to access My UW SYSTEM:

STEP 1:

Access **My UW System** from the UW-L HR Homepage (<http://www.uwlax.edu/hr/>) by clicking on the **My UW SYSTEM** link in the banner at the top of the page, or in the News & Events section as shown.

STEP 2:

Select 'La Crosse' by clicking on the **radio button** and then click 'Select'

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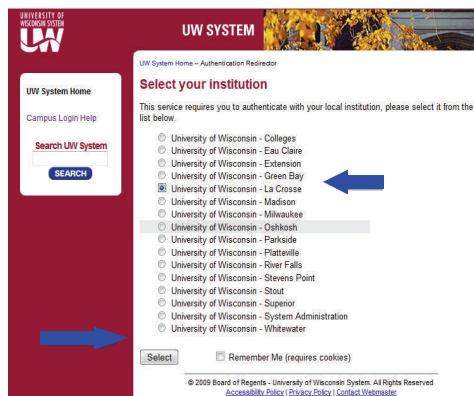
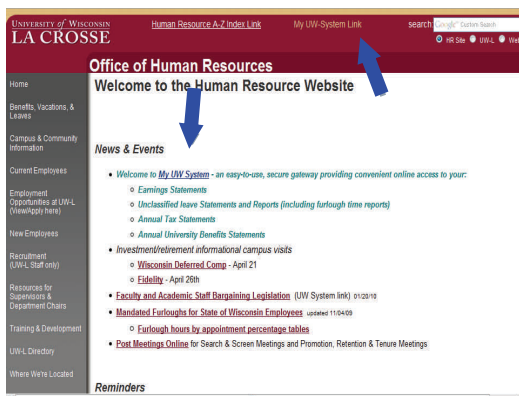
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My UW System Portal (Continued from Page 1)

STEP 3: Enter your '8.4' UW-L email user name (first 8 letters of your last name, a period, and the first 4 letters of your first name) and **password** in the dialogue box that appears and click the 'Login' Button:

You can access your information as shown below by clicking on the document. You can also print the document once you have it opened.

My UW System News and Employee Resources modules are additional online features that will be used to communicate Payroll, Benefit and Human Resource information. Any newsletters that you received in paper or as an email attachment will be available to you in these modules.

While this portal will provide information for you, there will continue to be some UW-L information that you will receive from HR through your UW-L email account.

Availability of My UW System Statements: Your latest Earnings Statement is available on *My UW System* at least three days before your pay date; payments are not available until the actual pay date. Statements are kept online for the current year, plus three additional years, so you have convenient access to payroll, leave and benefit statements.

My UW System Security: Access is secured according to the best practices for web security. The largest potential threat to data security comes from users voluntarily sharing their ID and password with others. You should always log out and close your browser when you have completed your web session. The *My UW System* website provides additional information about security.

For More Information

- Access to help documents are available at <http://helpdesk.wisc.edu/myuwsystem/>
- Visit the UW-L Website at <http://www.uwlax.edu/hr/WelcomeToMyUWSystem.pdf>
- Guided hands-on sessions to explore *My UW System* will be scheduled if Human Resources receives sufficient interest.
- To express your interest please email (dobbs.dian@uwlax.edu) or call (5-8013).



Remember to Log Out when you have finished reviewing your information.

Office of Human Resources News

The Unclassified Corner



Leave Report Distribution Update

During the week of April 26, you received your April Leave Report *and* your May Leave Report. April was the “conversion” month for the new schedule, thus this is the only month in which in which you will receive two Leave Reports.

This new distribution of your leave report will allow you to record your leave as you use it. The new schedule will also generate Furlough Reports along with Leave Reports so that you receive both of these reports for the same reporting period.

The chart below illustrates distribution of the April and May Leave Reports which will be generated and distributed together due to the conversion. June and July Leave Report distribution is included to illustrate the schedule going forward.

Nine-month employees who are paid June 1, and who will return in the fall, will receive their September Leave Report at the beginning of September.

Month	Leave Report Generated (date varies due to payroll processing schedule)	Leave Report due to your approving authority
April Leave Report	April 23	May 5
May Leave Report	April 23	June 5
June Leave Report	May 25	July 5
July Leave Report	June 23	August 5

The Classified Corner

Furlough Reminder

Please keep in mind that all furlough time off (FTO) for 2009-2010 must be used by June 19, 2010 for Classified Staff. Please watch your balances as we get closer to the end of the fiscal year to ensure that you will have all of your hours used by that date. There are 3 more pay periods (6 weeks) for Classified Staff to use their furlough time for fiscal year 2009-2010. We have one more mandatory furlough day coming up on Monday, May 17th so make sure you save enough FTO for that day.

Please also note that all vacation carryover must be used by June 30, 2010 or it will be lost. Please work with your supervisor to schedule any vacation carryover time off before June 30th.

Student Payroll Corner

Reminders for the Summer

If you have students that will not be returning in the fall, they can work until August 21 this year. Please remind them that the address that Human Resources has for them is not connected to WINGS. HR's address is where their W-2 will be sent in January. They can complete a change of address form at: http://www.uwlax.edu/hr/forms/forms_student_employment.htm.

When the student is done with their finals they may begin to work more than the twenty hour per week rule. If a student is working and attending classes during the summer, an Enrollment Verification must be completed to stop the FICA (Social Security) tax deduction. (That form is at the above web site also).

If they are not working or they are not attending classes this summer a form is not needed. The week the students are attending classes they are limited to working 20 hours per week. If they are not attending classes that week they may work up to 40 hours per week.

Office of Human Resources News

Reminders

Vacation Carryover for Annual (12 month) Appointments

Annual appointments earning vacation have the opportunity to carryover vacation hours into the next fiscal year. Additional information will be conveyed to eligible individuals during mid to late May regarding the carryover approval process. Please note the following examples below:

Automatic carryover is as follows:

100% appointment

- 40 hours will automatically carryover

Less than 100% appointment

- Prorated hours (based upon appointment percent) will automatically carryover (Example: 80% appointment will have 32 hours of carryover)

To request the carryover of additional hours:

Individuals will need to complete a Vacation Carryover Approval Form. The form will be sent with the additional information and will need to be turned into HR no later than Wednesday, June 30th at 4:30 PM.

ETF Uses New Member ID Number

By now all individuals participating in the Wisconsin Retirement System (WRS) should have received an "Annual Statement of Benefits" indicating their contributions through January 1, 2010. On these statements, within the header entitled Additional Information on the front page to the right hand side, you will locate your **unique Member ID number**. Your Member ID will be used more frequently in the future as ETF moves away from using Social Security numbers. Please note your member number is also located on your Navitus prescription card since each individual covered for prescriptions has a unique number for coverage. This will provide a more convenient way for you to reference your member ID number in the future.

Faculty and Academic Staff Can Avoid Sick Leave Cap

If you have any outstanding (not completed and processed) leave reports you must take action to avoid having your sick leave capped. Under **Unclassified Personnel Guideline (UPG) 10** regarding sick leave, all individuals with outstanding leave reports for the prior fiscal year (July 2009 through June 2010 and including summer session 2009) will have their sick leave capped on August 13, 2010. The cap will result in:

- Academic Year Appointments sick leave capped at 6.4 days/year or 51.2 hours
- Annual Appointments sick leave capped at 8.5 days/year or 68.0 hours

DEADLINE TO RETURN MISSING REPORTS 4:30 PM AUGUST 13TH

Please note: Your last received leave report will include all outstanding reports for which you are responsible. Please have them completed with appropriate signatures and dates and ensure they are returned to Human Resources prior to the August 13th deadline. This will ensure your leave is not capped and you do not unnecessarily forfeit any of this valuable benefit.

Academic Staff Contracts

The 2010-2011 Academic Staff contracts will be emailed to the employee's campus email account in mid May. Receiving your contract via email is part of Human Resources commitment to the University's efforts to reduce print documents. Thank you in advance for your cooperation in this effort and remember to check your email periodically.

Questions regarding this matter should be directed to Joy Gutknecht at 58640 or Jo Ann Kuester at 58626.

Office of Human Resources News

PeopleAdmin Tracey's Tips & Topics

Test Your PeopleAdmin Knowledge!

1. Is PeopleAdmin a PeopleSoft product?
2. What other UW campuses are using PeopleAdmin?
3. What is the term used in PeopleAdmin for search and screen committee members?
4. What previous recruitment form does the Posting Details tab replace from the former paper process?
5. When does a posting move from a "pending posting" to an "active posting"?
6. How long does a posting stay in "historical postings" before being purged?
7. At which of these stages in the recruitment process are "Comments" able to be added? Posting approval, interview approval, or recommendation to hire?
8. What is the name of the tab in PeopleAdmin used to track the progress of a posting?
9. After applicants have been "tiered", which tier shows up as "active applicants"? 1, 2, or 3
10. Which applicants show up as "inactive applicants" after they have been tiered? 1, 2, or 3
11. Who determines on the Posting Details if Level 3 approval is required? Level 1, HR, or Budget?
12. Who completes the Hiring Proposal at the end of a faculty search?
13. Who completes the Hiring Proposal in a pool search?

Answers on Page 6

Navigating the HR Website

The HR Web Search Box

You may or may not have noticed the Google search box on the HR web pages. Ours is different from many others on campus in that it is set by default to search only the HR pages. If you are unable to find what you're looking for you only need to click on the appropriate button to expand your search either to the entire campus or web.

Employee Assistance Program

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

"The purpose of life is to live it, to taste experience to the utmost, to reach out eagerly and without fear for newer and richer experience."

Eleanor Roosevelt
US Diplomat & Reformer
(1884- 1962)



Grey Matters

COMMENCEMENT TRIVIA

1. Who composed Pomp and Circumstance?
2. How did Pomp and Circumstance become a graduation song?
3. Does the tune Pomp and Circumstance have words?
4. Do you know why we wear caps and gowns at graduation?
5. When were colors assigned to signify certain areas of study?
6. Who designed the coloring system?
7. What color is assigned to these fields of study? Accountancy ▪ Economics ▪ Education ▪ Information Mgmt. ▪ Music ▪ Physical Education
8. What is the color of the tassel for those entitled to wear the doctoral gown?



Memorial Day Facts



- ☆ Memorial Day was declared a federal holiday in 1971.
- ☆ Waterloo, NY is considered the birthplace of Memorial Day.
- ☆ It is customary on Memorial Day to fly the flag at half staff until noon, and then raise it to the top of the staff until sunset.
- ☆ The World War I poem "In Flanders Fields," by John McCrea, inspired the Memorial Day custom of wearing red artificial poppies.
- ☆ In 1915, a Georgia teacher and volunteer war worker named Moina Michael began a campaign to make the poppy a symbol of tribute to veterans and for "keeping the faith with all who died."

Sources:

<http://www.cnn.com/2009/LIVING/05/25/mf.holiday.memorial.day>
<http://sunniebunniezz.com/holiday/memorial.htm>

Outdoor Safety

As the weather becomes warmer many of us take advantage of spending more time outside. Whether it be gardening, biking or spending an afternoon at the pool or on the river, please remember the following tips so that your time in the great outdoors is just that, GREAT!

Fun in the Sun



- ~ Wear sunscreen and make sure to reapply when you have been outside for a period of time or after swimming.
- ~ Drink plenty of water to prevent dehydration.
- ~ Try to limit your time in the sun between the hours of 10 a.m. and 3 p.m. when the rays are at their strongest.
- ~ Too much exposure to sun at one time can result in Heat Stroke and/or Sun Stroke. Know the signs of heat stroke and sun stroke and the ways to treat this condition as well as prevent it from occurring.

Gardening



- ~ Use your legs when moving rocks and heavy items.
- ~ Remember to wear proper attire.
- ~ Place garden tools where you won't cut yourself or trip on them.
- ~ Use caution and read all directions when dealing with chemicals.
- ~ Keep children and pets away from chemically treated areas and lawn equipment.

For additional information visit the website on garden safety tips at http://www.associatedcontent.com/article/26440/garden_safety_tips.html?cat=32

Answer Key PeopleAdmin Trivia: (1) No (2) River Falls, UW-Milwaukee (3) Guest Users (4) "pink sheet" (5) When the posting has been approved and is live on the UWL web site (6) Six years (7) Posting approval (8) Notes/History (9) One (10) Two and Three (11) Budget (12) Level Two (13) Level One Commencement Trivia (1) Sir Edward Elgar from England (2) 1905 when Sir Edward Elgar the composer graduated. (3) Yes. Land of hope and glory Mother of the free, How shall we extol thee, Who are born of thee. Wider still and wider ... (4) In the often unheated buildings of the middle ages, long gowns were necessary for scholars to ward off the cold. (5) Not until the late 1800s were colors assigned to signify certain areas of study, but they were only standardized in the United States. (6) Gardner Cotrell Leonard worked with an Intercollegiate Commission to form a system of academic apparel. (7) Accountancy/ Drab , Economics/Copper, Education/Light Blue, Information Mgmt./Lemon, Music/Pink, Physical Education/Sage Green (8) Gold.
 Sources: <http://www.graduationgown.com/doyouknwhywe.html> http://en.wikipedia.org/wiki/Academic_dress#Cap