


## News You Can Use


A publication for University of Wisconsin-La Crosse employees

### From the Desk of the Executive Director

The September chaos of starting a new academic year has given way to the comfortable rhythms of campus life in October. It is good to have the students and faculty back on campus! It also happens that the **week of October 4<sup>th</sup> – 8<sup>th</sup> is customer service week.**

October is also the month when employees can review their various insurances and benefits and make choices for the 2011 calendar year. The information will be available on the MY UW System portal, as well as by talking with vendors and providers at our UW-L's Health and Financial Fair. See more in this newsletter and on the HR website. As a sneak peek of the future with HRS, in October 2012 you will use the portal for benefit information and also make your selections online as part of Employee Self Service.

I would be remiss if I did not share Governor Doyle's proclamation of October 7<sup>th</sup> as Human Resources Professionals Day to acknowledge the contributions HR folks make to the state of Wisconsin. There is nothing like a proclamation to make you feel appreciated, unless it would be cash (a large number of small denomination unmarked bills would suit)! 

A sense of humor is a stress relief coping mechanism we utilize in HR. 

*Jennifer B. Wilson*

Jennifer B. Wilson, Ph.D., SPHR  
Executive Director for Human Resources

## Thank you!

Human Resources is one of several service units in the Administration & Finance division. The first week in October celebrates customer service and we would like to take this opportunity to thank the campus for letting us serve you.



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# Office of Human Resources News

## PeopleAdmin Tracey's Tips & Topics

### Conducting Due Diligence—Internal Candidates

It is important for the credibility of a search that internal and external candidates undergo the same review process. Employers sometimes do less due diligence on internal candidates than external ones, assuming that they already know enough about people who have worked for them for years. But in reality, all candidates for a position should be subjected to the same type of review. That means having the same types and number of interviews, with the same panel of interviewers and interview questions. While it may seem unnecessary, it is helpful to do reference checks for internal candidates as well as the external ones.

Other aspects of the interview process for external applicants should be offered to internal applicants as well, including but not limited to specific information on the interview itinerary (ie. names, titles, room #s of interviewers), and lunch if that is part of the external applicant interviews. For additional information, please visit: [http://www.uwlax.edu/hr/employment/PeopleAdmin/PA\\_interviewing.htm](http://www.uwlax.edu/hr/employment/PeopleAdmin/PA_interviewing.htm) Please send questions about unclassified recruitment and/or PeopleAdmin, comments or ideas for future topics to Tracey.

Source Reference : <http://bridgstar.com/Library/ConsideringInternalCandidates.aspx>



## HRS . . . Into the Future

For those of you who are new to the campus, this column provides information about the University of Wisconsin System's Human Resource System (HRS), which is a new single integrated system for all human resources, benefits and payroll operations across all University of Wisconsin campuses. HRS will improve faculty, staff, and student employees' information in the new system, which uses Oracle PeopleSoft to manage all employee data in a secure and efficient way.

**Employee Self Service** is an eProfile application in HRS that will enable all UW employees to perform their own profile maintenance while increasing data integrity and security, minimizing second party entry errors, removing waiting time periods for information to be updated, and allowing employees to make changes in real time. This will allow employees to directly maintain their personal information which would provide more accurate and timely data.

**When HRS is launched in April 2011**, you will be able to view (for the purpose of validation) the following information in your electronic employee file:

- Name Changes
- Date of Birth
- Military Status
- Highest Education Level
- Gender
- Social Security Number
- Original Hire
- Business Email Address (UW-L assigned)

The current UW-L process of gathering employee information and updates for the campus directory will be replaced by HRS employee self service. In addition, to viewing the above, you will also be able to **edit/update** the following information in your employee file:

- Home and Mailing Addresses
- Alternate Email Addresses
- Emergency Contacts
- Phone Number
- Marital/Domestic Partner Status
- Ethnicity

Changes to this information would no longer be manually entered by HR, payroll or benefits staff, but will be automatically entered into the HRS database by you, the employee. More employee self service functions will be added after go live. You can learn more about HRS in future issues and also at <http://hrs.uwsa.edu/index.html>

# Office of Human Resources News

## Newsletter Special Insert

Make sure to read the special two page insert attached to this month's newsletter!

The insert contains information regarding the upcoming Benefit Enrollment and Change Periods. Also included are details about the 7th Annual Health and Financial Fair to be held on campus on Thursday October 14th from 10:00 a.m. to 3:00 p.m.

## My UW System

My UW System is the secure gateway to providing convenient online access to your:

- **Earnings Statements**
  - Your latest Earnings Statement is available on My UW System at least three (3) days before your pay date; payments are not available until the actual pay date.
- **Unclassified Leave Statements and Reports** (including furlough time reports)
- **Annual Tax Statements**
- **Annual University Staff Benefits Statements**



Starting **November 1, 2010** My UW System will be used to distribute all earnings/leave statements. Both Leave and Earning statements will no longer be sent via e-mail to you, they will be available on My UW System for you to

print and submit!

Go ahead, give it a try <http://my.wisconsin.edu/>

## Trust Fund News

The Wisconsin Department of Employee Trust Funds publishes a newsletter called "Trust Fund News". Current and past issues can be viewed by clicking on the following link:

[http://etf.wi.gov/publications/newsletters\\_tfn.htm](http://etf.wi.gov/publications/newsletters_tfn.htm)

## Classified Excellence Appreciation Breakfast

The Fourteenth Annual Appreciation Breakfast was held on Thursday, September 23rd in Valhalla, Cartwright Center-Gunning Addition.

Pictures of the event along with the individuals who were honored, can be viewed by clicking on the camera below.



## Student Payroll

Students (and employees) may deposit their paycheck into their Tower One account as one option for Direct Deposit. The student should go to the Tower One web site (it is listed on the card), go to the page that shows the account and routing numbers, print the page, and attach it to the completed direct deposit form. The form should then be sent to Human Resources.

**\*Since student financial aid is already deposited to the card, this would be another convenience for them.**

## SECC Information

The State Employees Combined Campaign (SECC) will begin on October 12, 2010 and conclude on November 30<sup>th</sup> this year.

The SECC Statewide is Wisconsin's largest voluntary fundraising campaign and raises money for more than 400 participating charities.

Please note, you will be sent an informational e-mail on October 12<sup>th</sup> if you wish to make a pledge for 2011.

# Office of Human Resources News

## Reminders and Upcoming Events

### T. Rowe Price Webinar

T. Rowe Price is offering a webinar “Retirement Investing from Beginning to End” to University of Wisconsin System employees on both November 4<sup>th</sup> and 5<sup>th</sup> this year. The webinar will be available on any computer at the following times and be available to the first 50 registrants only for each session:

#### **Thursday, November 4th**

9:30 a.m. to 10:30 a.m.  
11:30 a.m. to 12:30 p.m.  
3:30 p.m. to 4:30 p.m.  
6:00 p.m. to 7:00 p.m.

#### **Friday, November 5**

10:00 a.m. to 11:00 a.m.  
12:00 p.m. to 1:00 p.m.  
2:00 p.m. to 3:00 p.m.

The link to register for a timeslot is:  
<http://inter.viewcentral.com/reg/troweprice/uw>

Individuals can sign up through the above web meetings link - an email will be sent to the person that registers with instructions for logging in to the website and dialing in to the audio (link, password, etc). Please note the location, date and time below if you wish to attend a group session. There will not be any reservation required to attend either session below.

#### **Wing Communications Center, Room 102**

**Thursday, November 4, 6:00-7:00 p.m.**

**Friday, November 5, 10:00-11:00 a.m.**



### Charting Your Retirement

The retirement decisions you make now will have a lasting impact, so it pays to prepare.

*Planning Retirement*, a five-week course presented by Western Technical College, provides a general orientation in retirement planning. Session topics include Social Security, Medicare, financial planning, legal issues, leisure activities during retirement, and Wisconsin Retirement System benefits.

***Planning Retirement* will meet Tuesday evenings beginning October 19<sup>th</sup> through November 16<sup>th</sup>, 2010 from 6:30-8:30 p.m. in Room 111 of the Business Education Center at Western.**

Because many aspects of retirement affect both members of a couple, spouses and partners are encouraged to attend.

The course number is #45856. If you have never attended this course previously, the cost will be charged to your department. The course fee is \$30.50 per person for participants under age 62 (\$4.00 for individuals age 62 and older). Employees who have attended the course in the past, but would like a refresher, can still participate by arranging to pay their own registration fees.

To attend *Planning Retirement*, you must complete a Retirement Class Registration form at:

[http://www.uwlax.edu/hr/benefits/retirement/register\\_retire\\_class.htm](http://www.uwlax.edu/hr/benefits/retirement/register_retire_class.htm)

**Please note, registration must be completed no later than Tuesday, October 12<sup>th</sup>.**

Please contact Human Resources at 785-8013 or visit Fall Retirement Planning Classes for additional information.

# Health & Wellness

## Work and Life Balance Employee Wellness

### National Depression Screening Day October 7, 2010.

Lt. Governor Barbara Lawton and Mental Health America of Wisconsin are encouraging individuals and employers across Wisconsin to participate in a National Depression Screening Day on October 7, 2010. Lt. Governor Lawton's *Letter of Invitation* is part of Mental Illness Awareness Week and promotes utilizing a free confidential online depression screening by clicking on the following link: [http://www.mhawisconsin.org/Content/screening\\_tool.asp](http://www.mhawisconsin.org/Content/screening_tool.asp)

Lt. Governor Lawton notes that one out of every ten Wisconsin residents will struggle with depression this year, but with early screening, depression is easily diagnosed and treated, minimizing its devastating effects on both workers and workplaces. Lt. Governor Lawton stresses the importance of the screening and the impact it will have toward a more healthy and productive workforce. For additional information regarding Lt. Governor's *Letter of Invitation*, please click on the following link: <http://www.lt.gov.state.wi.us/>

To obtain additional mental health information, please refer to the Mental Health America of Wisconsin website <http://www.mhawisconsin.org/content/ndsd.asp>

The website can provide you with information regarding support group information, statewide resources by county, program and services information and a Mental Health/Wellness/Services Directory.

**Click on the following icons to view  
this month's EAP Newsletters**

**[Frontline Employee  
Wellness, Productivity and You!](#)**

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

### EAP's Tips for Improving Work Relationships

#### Develop A Positive Attitude:

- Avoid negative thoughts or criticisms. Be less judgmental and more accepting of others.

#### Do Not Jump To Conclusions:

- Gather as much information as possible. Reacting defensively without knowing the whole story can cause misunderstandings. So you should respond, not just react.

#### Improve Your Communication Skills:

- Listen carefully and focus on the speaker's message. This will allow you to respond appropriately and avoid misunderstandings.

#### Resolve Conflicts Early:

- When a negative situation does arise, do not let it fester. Be direct, but courteous. Develop a plan of action to address the problem with your co-worker.

#### Set Boundaries:

- Developing friendships with co-workers is a natural process. However, it is important to set boundaries to ensure that the friendship does not interfere with your work. Focus on your priorities at work, while limiting personal discussions to lunch breaks or after work.

#### Treat ALL Co-Workers With Respect:

- Be respectful by paying attention, listening carefully, and responding appropriately. Be courteous and professional. Regardless of the situation, try not to lash out or be rude. Be open and honest about your feelings and allow others to do the same.

More information about EAP is available on UW-L's HR website at <http://www.uwlax.edu/hr> or Gundersen Lutheran's website at [www.gundluth.org/eap](http://www.gundluth.org/eap)

**Article Source:** Gundersen Lutheran EAP Website at [www.gundluth.org/eap](http://www.gundluth.org/eap)





# Grey Matters



## Take a Break



For a quick break away from the daily grind, check out some Movie and TV fun facts from the past. Enjoy!

- **Bob Hope was a boxer known as Packy East before becoming a comedian.**
- **Cartoon Bugs Bunny was called Happy Rabbit when he made his debut in 1935.**
- **Lucille Ball was thrown out of a Drama School in New York at the age of 15 because her instructor thought she was “too shy and quiet”.**
- **The first actor to ever play Jessie James on screen was his own son in the 1921 movie Under the Black Flag.**

This is an excerpt from *The Ultimate Book of Useless Information* by Noel Botham & the Useless Information Society.

### Human Resources Professional Day is October 7th Test your HR trivia knowledge!

1. Who was President of the U.S. when the Fair Labor Standards Act, which deals with overtime issues, was passed?
  - a. Franklin Roosevelt
  - b. Harry Truman
  - c. Lyndon Johnson
  - d. Dwight Eisenhower
  - e. Ronald Reagan
2. Which movie won the Academy Award for Best Picture in the year that the major anti-discrimination bill, Title VII of the Civil Rights Act, was passed?
  - a. My Fair Lady
  - b. ET
  - c. The Godfather
  - d. Gone With the Wind
  - e. Casablanca
3. By 2010 what percent of the U.S. workforce will be over 40?
  - a. 27%
  - b. 34%
  - c. 45%
  - d. 49%
  - e. Over 50%
4. According to the Department of Labor, what percent of Americans hold jobs that were technically nonexistent 20 years ago?
  - a. 15%
  - b. 35%
  - c. 55%
  - d. 70%
5. According to a (2008) Department of Labor study the average employee tenure is:
  - a. 2 years
  - b. 3.5 years
  - c. 5.3 years
  - d. 6.4 years
6. How much more does the avg. college graduate earn annually than the avg. high school grad?
  - a. \$35,000
  - b. \$25,000
  - c. \$19,000
  - d. \$14,000

Source:

<http://www.hrnblog.com/2008/05/08/take-this-hr-trivia-quiz/>

**"The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack of will." –Vince Lombardi**



**HR TRIVA QUIZ** 1. (A) Franklin Roosevelt, 1938. 2. (A) My Fair Lady, 1964. 3. (E) It's been estimated that over 50% of the workforce will be more than 40 years old in 2010. That number may even increase as more individuals who could retire choose to continue working. 4. (D) 70% 5. (B) According to a DOL study, the average employee tenure is 3.5 years. Public sector employee tenure averages twice that of companies in the private sector. 6. (B) \$25,000



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**HR NEWS YOU CAN USE**  
**SPECIAL INSERT**



**Benefit Enrollment and Change Period**  
**October 4th – 29th 2010**



Annually in October employees are eligible to make benefit plan changes. This is the only time during the year when employees are eligible to make benefit plan changes unless they have a life event (marriage, birth, divorce...) that allows them to add or change benefits.

All benefit enrollments and changes made during this period will be effective January 1, 2011.




**How do I know what I have for Benefits?**

Annually each employee receives a Staff Benefit Statement. This document identifies the benefits/insurances that you have. You can view your statement for 2010 through your My UW System.

**Are you new staff at UW-L?**

The deductions on your earning statement will provide you with the benefits you have signed up for. Classified staff, remember to check two consecutive earning statements – deductions are taken in the “A” and “B” payroll.

**What benefits can I change?**

	<p><b>Medical Insurance</b></p> <ul style="list-style-type: none"> <li>• Change from one plan to another</li> <li>• Change from single to family coverage or add additional eligible family members</li> </ul>
	<p><b>Supplemental Dental Insurance</b></p> <ul style="list-style-type: none"> <li>• Anthem Dental <b>will end</b> for most employees</li> <li>• You must enroll in the new Wisconsin Dental Plan</li> <li>• Open Enrollment in the new Wisconsin Dental Plan</li> </ul>
	<p><b>Vision Insurance</b></p> <ul style="list-style-type: none"> <li>• Open enrollment in VSP - coverage may be elected or cancelled for 2011 coverage</li> <li>• Coverage will automatically continue for current members</li> </ul>

**What benefits require annual enrollment?**

<b>ERA</b>	<ul style="list-style-type: none"> <li>• <b>Employee Reimbursement Account</b></li> <li>• Medical Plan -will have limited OTC meds reimbursed for 2011</li> <li>• Dependent Care</li> <li>• Open Enrollment October 4-November 12, 2010</li> </ul>
<b>EPIC BENEFITS+</b>	<ul style="list-style-type: none"> <li>• Current Members will need to fill out an enrollment form if they want the new Vision benefit being offered with the Plan</li> <li>• If you had Epic in the past and would like it again- you can re-enroll</li> </ul>

Electronically at: [www.uwservice.wisc.edu/2011](http://www.uwservice.wisc.edu/2011)

**Learn more....**

**7th Annual Health and Financial Fair**

Sponsored by University of Wisconsin-La Crosse  
and  
the Wisconsin Department of Transportation

**Thursday October 14, 2010 from 10:00 am 3:00 pm**  
in Valhalla of Cartwright Center - Gunning Addition on  
the UW-L campus.





Check out the blog: <http://www.uwservice.wisc.edu/2011/blog/>

HR NEWS YOU CAN USE  
SPECIAL INSERT

## 7th Annual UW-L Health and Financial Fair



### Retirement in your future?

Not today, but... in the next 5-10 years or more? It is never too early or late to start saving...

Check out the following financial vendors at the Health/Financial Fair to boost your retirement earnings:

- \* Ameriprise Financial/IDS
- \* Dreyfus
- \* Fidelity Investments
- \* Lincoln Financial Group
- \* T. Rowe Price
- \* TIAA Cref

An additional option is:

Wisconsin Deferred Comp

### Check list



#### Things to think about....

- Do I want to change health insurance plans?
- Do I need to change from single to family health insurance coverage?
- Do I need to remove eligible dependent children ages 19-27 or domestic partner from benefit plans?
- Are there any additional eligible family members that need to be added to family health insurance (**including married children under age 26 and unmarried children under age 27**)?
- Do I have Anthem Dental? If YES, then you may need to decide if you want to enroll in the new Wisconsin Dental Plan- ask HR
- Do I want to take advantage of the open enrollments for vision, dental, Epic Benefits+?
- Enroll in Employee Reimbursement Account (medical expense and dependent care) What will the OTC change mean to me?
- Do I want to cancel vision or dental coverage for the 2011 plan year? If YES, the application must be submitted by December 1st.



### Planning for the future...

#### Check list

#### Talk to one of the Financial Vendors to find out...

- ✓ Will a Tax Shelter Annuity (TSA) work for me?
- ✓ What is a TSA? –the HR website has information-check it out at <http://www.uwlax.edu/hr/benefits/tsa.htm>
- ✓ What is Deferred Comp? Can I enroll?
- ✓ What do I need to know about Social Security and its related benefits?

### Remember Health/Financial Fair

Date: Thursday, October 14, 2010

Time: Between 10 am and 3 pm

Place: Valhalla, Cartwright Center