

## News You Can Use

A publication for University of Wisconsin-La Crosse employees

### From the Desk of the Executive Director

HR extends a warm welcome to those new to campus and to those starting a new year on campus!

This is the first issue of the academic year of *News You Can Use*. One year ago HR set out to provide an electronic resource for UW-L employees on human resource topics. Our goal was to inform and occasionally entertain just for fun. Your comments were very positive so we are setting out this year with the goal to provide an even better newsletter, but we need your help. Let us know what new topics are of interest to you, what stories you found useful and interesting and what we can do to make the newsletter more valuable to you. You can email information to [hauber.susa@uwlax.edu](mailto:hauber.susa@uwlax.edu) or [wilson.jenn@uwlax.edu](mailto:wilson.jenn@uwlax.edu) or stop in at 144 Graff Main Hall and talk with any HR staff.

*Jennifer*

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

### Career Progression/ Equity

There will be two opportunities to learn about NIAS career progression, Tuesday, September 14 at 9 am and Thursday, September 16 at 2 pm. Both sessions will be held in 258 Cartwright Center.

Information on Career Progression

- Instructional Academic Staff (IAS)  
<http://www.uwlax.edu/facultysenate/committees/ias/index.html>
- Non Instructional Academic Staff (NIAS)  
[http://www.uwlax.edu/hr/current/career\\_development.htm](http://www.uwlax.edu/hr/current/career_development.htm)

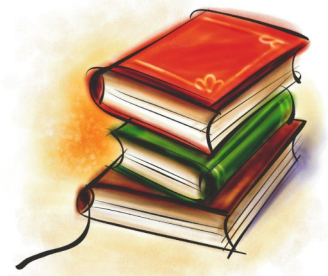
Due to the current economic climate, requests for equity will not be accepted. If you have questions on career progression or equity please contact Joy Gutknecht at 5-8064.

### Career progression, Promotions & Tenure Granted

#### Congratulations!

For a complete listing of individuals who have been granted career progression, promotion and tenure please see page 4.

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# Office of Human Resources News

## PeopleAdmin Tracey's Tips & Topics



**Question:** What has been working on “cue” with UW-L’s efforts to move toward becoming paperless and has made a big “splash” with unclassified recruitment at UW-L? (answer at bottom of article)

The UW-L electronic recruiting and application system (PeopleAdmin) has been successfully utilized by UW-L staff for unclassified recruitment for over one year! Since that time we:

- 1 Have filled over 60 (that’s right, over 60!) unclassified positions through PeopleAdmin.
- 2 Currently have approximately 23 active postings (posted, interviewing or offer stage).
- 3 Have approximately 12 postings that are in the process of being created.
- 4 Have had over 178 internal users of PeopleAdmin (not including SS committee members) and, over 3900 applicants in the PeopleAdmin system!

We would like to remind you that if you are thinking of starting an unclassified search, your first step is to contact Carmen Wilson in AAO at 785-8043 to schedule a meeting to discuss resources and tips to assist you with your search. Your next step will be to contact Tracey Simpson in HR at 785-8629 for PeopleAdmin training and user access.

Please send questions about unclassified recruitment and/or PeopleAdmin, comments or ideas for future topics to Tracey.

**Answer:** “POOL” recruitment using PeopleAdmin! (Please consider this your reminder to contact Tracey in Human Resources to set up a pool recruitment if you haven’t already done so – even if you do not have a current need.)

## HRS . . . Into the Future

### HRS Closer to Go Live

The **Human Resource System** (HRS) is the PeopleSoft software, for human resources, payroll and benefits, being implemented for all campuses within the University of Wisconsin System. The ‘go live’ date for HRS is April 2011, at which time employees will be paid through the new HRS system. More functionality will be rolled out in the months following go live, including employee self service features.

Between now and April 2011, HR staff will be busy using the old system while learning the operations and complexities of the new system. Data in the current system will be converted and loaded into HRS numerous times so we can audit the conversion to be sure the data is correct and no information is lost. Both the current and new payroll systems will be run parallel January through March so we can compare the results from the various payrolls to see if HRS runs correctly and accurately. We are excited by the potential HRS has to improve efficiency and the quality of service we can provide to each employee and to our colleagues across the campus.

You can learn more about HRS in future issues and also at <http://hrs.uwsa.edu/index.html>

# Office of Human Resources News

## The Unclassified Corner

### Furlough Update



Human Resources would like to thank everyone for prompt reporting of furlough time off.

As you know, the Governor's mandated furlough plan continues until June 30, 2011. This plan affects all employees, and there are differences in implementation, based upon employee type. If you have questions on your furlough requirements, please contact HR at 5-8013.

The 2010-2011 scheduled furlough days for UW-L:

- Friday, November 26, 2010 (System Wide)
- Friday, January 14, 2011
- Monday, March 14, 2011
- Monday, May 16, 2011

More information on the Governor's mandated furlough plan can be found at:

<http://www.uwlax.edu/hr/furloughs.htm>

### My UW System Portal



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 Benefits Statements

Detailed instructions can be viewed at:

<http://www.uwlax.edu/hr/WelcomeToMyUWSystem.pdf>

The portal can be accessed from the link at the top of the **HR website Human Resources A-Z Index Link**. Remember to use your **NetId** (formerly known as 8.4) and secure password (not your GoogleApps password).

Watch campus connection, e-mail and our newsletter for more information on the My UW System.

## The Classified Corner

### Classified Excellence Appreciation Breakfast

The Fourteenth Annual Appreciation Breakfast for classified staff will be held on Thursday, September 23rd in Valhalla, Cartwright Center-Gunning Addition. Breakfast will be served starting at 7:15 a.m. through 8:45 a.m.

This year's itinerary will include guest speaker Fred Kusch. Mr. Kusch will speak after Chancellor Gow's address. Invitations and RSVP information will be sent via email.

Additional information will also be available in the upcoming issues of Campus Connection. If you have any questions, please contact Kathy Ring in Human Resources at 608-785-6499.

## Reminders

### Open Enrollment for Benefits

Open Enrollment will begin on Thursday October 4, 2010. Additional benefits information will be addressed in the October issue of the HR Newsletter.

### Upcoming Events

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



It's that time again for the UW-L Health and Financial Fair. The event is being coordinated with the Department of Transportation (La Crosse).

The fair will be held on Thursday, October 14, 2010 in Valhalla, Cartwright Center-Gunning Addition from 10:00 a.m. to 3:00 p.m.

Watch the HR website and the October Newsletter for additional details.

# Office of Human Resources News

## Navigating the HR Website

A scrolling news box was incorporated into the [Human Resources homepage](#) over the summer replacing lists of news and reminders previously shown on our page.

We try to keep the items current. If you are looking for one of our more popular topics or something new most likely it can be found there.

If you would like more information you only need to click on the title of the item and another window or tab will open with more in depth information on that topic. As always, we welcome your comments and suggestions!

## Student Payroll Corner

Welcome back! Please double check your forms to ensure that you are using the most current form. Several of them have changed in the past year, in particular the W-4 and the I-9. Everything that you might need should be at the HR web page at: <http://www.uwlax.edu/hr/supervisors/stuemp/index.htm>.

In addition, over the next few months you will be hearing more about the exciting new Human Resources Software (HRS) that is coming next spring!



## Congratulations!

### UW-L Faculty and Staff who were granted a promotion, tenure or career progression:

#### Academic Staff Receiving Career Progression

Bridget Adams to Student Services Coordinator, Financial Aid Office

Lori Anderson to Senior Advisor, Academic Advising Center

Ryan Friesen to Lecturer, English

Roghaieh Ghodsian to Lecturer, Chemistry

Keli Highland to Student Services Coordinator, University Advancement

Kimberly Lyons to Senior Lecturer, Accountancy

Susan Knudson to Student Services Coordinator, Records and Registration

Jason Kouba to Student Services Coordinator, Office of International Education

Natalia Roberts to Lecturer, Modern Languages

Joanne Sandvick to Senior Administrative Specialist, Health Science Center Consortium

#### Faculty Promoted to Associate Professor

Eric Barnes, Physics

Mathew Cashion, English

Galadriel Chilton, Library

David Hart, English

Jon Hasenbank, Mathematics

Meredith Thomsen, Biology

#### Faculty Promoted to Professor

Cynthia Berlin, Geography and Earth Science

Daniel Gerber, Biology

Adrienne Loh, Chemistry

Leslee Poulton, Modern Languages

Chia-Chen Yu, Exercise and Sport Science

#### Faculty Receiving Tenure:

Jennifer Kosiak, Mathematics

Kristin Mally, Exercise and Sport Science

Aric Opdahl, Chemistry

Glenn Wright, Exercise and Sport Science

James Peirce, Jr, Mathematics

Sheryl Ross, Philosophy

Donald Sloan, Art

# Health & Wellness

## Work and Life Balance Employee Wellness

### Employee Assistance Program A Great Resource For ALL

The Employee Assistance Program, also known as EAP, is available to all employees (regardless of appointment percentage and including limited term and project employees) and their immediate family members, including domestic partners.

The EAP provides professional, confidential assistance to help individuals resolve concerns that affect their personal lives or work performance.

UW-L has contracted with Gundersen Lutheran Business Health Services to provide EAP services. Up to three sessions with a counselor are offered at no direct cost to employees or their family members. Confidentiality is the foundation of the EAP.

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). To schedule an appointment, please call EAP at 608-775-4780 or 800-327-9991.

**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*

### Notice

Human Resources will be sending via e-mail information regarding the *Drug-Free Workplace Policy and Biennial Review Report*.

This notice is sent to all UW-L employees as is required by federal law.

### Employee Assistance Program Monthly Topic

#### Children's Mental Health

Children's mental health problems are real, common and treatable. Although one in five children has a diagnosable mental health problem, nearly two-thirds of them get little or no help.

Untreated mental health problems can disrupt children's functioning at home, school and in the community. Without treatment, children with mental health issues are at increased risk of school failure, contact with the criminal justice system, dependence on social services, and even suicide.

Parents and family members are usually the first to notice if a child has problems with emotions or behavior. Your observations, along with those of teachers and other caregivers, can help determine whether you need to seek help for your child.

The following signs may indicate the need for professional help:

- Decline in school performance
- Poor grades despite strong efforts
- Constant worry or anxiety
- Repeated refusal to go to school or to take part in normal activities
- Hyperactivity or fidgeting
- Persistent nightmares
- Persistent disobedience or aggression
- Frequent temper tantrums
- Depression, sadness or irritability

The complete article can be found under the Monthly Topic tab on the Gundersen Lutheran EAP Website at [www.gundluth.org/eap](http://www.gundluth.org/eap)

*"Life is like riding a bicycle. In order to keep  
your balance you have to keep moving."*

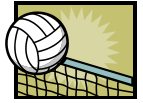
*Albert Einstein*



# Grey Matters



**BEGINS  
THURSDAY  
SEPTEMBER 23RD**



With the start of the new academic year, so begins the start of fall sports on the UW-L campus. To view upcoming sporting events click on UW-L's Athletic Page at:

<http://www.uwlathletics.com/calendar.aspx>



## Take a Break



The beginning of the academic year is hectic time for all. So for a quick break away from the daily grind, check out an excerpt from *The Ultimate Book of Useless Information* by Noel Botham & the Useless Information Society. Enjoy!

- In 1900, Americans voted their favorite book, after the Bible, was the Sears Roebuck Catalog.
- One edition of the current New York Times has more information in it than a typical adult was exposed to in an entire lifetime a hundred years ago.
- Charles Dickens took six weeks to write *A Christmas Carol*.
- The first book to be typed before being sent to a publisher was Mark Twain's *The Adventures of Tom Sawyer* in 1876.
- Virginia Wolfe wrote all of her books standing up.

## TRIVIA TIME

1. What language does the word autumn come from?
2. In the Northern Hemisphere, autumn begins in September, when does it begin in the Southern Hemisphere?
3. People refer to a full moon as what in the fall?
4. In poetry, what emotion is autumn associated with?
5. Thunder in the fall is supposed to indicate what?

## FALL FOLIAGE REPORTS

Are you wondering when leaves will hit their peak colors this Fall in the Tri-State Area? Listed below are several links that will direct you to that particular state's Fall Foliage Report.

**Wisconsin** - TravelWisconsin.Com  
[http://www.travelwisconsin.com/fallcolor\\_report.aspx](http://www.travelwisconsin.com/fallcolor_report.aspx)

**Minnesota** - Department of Natural Resources  
[http://www.dnr.state.mn.us/fall\\_colors/index.html](http://www.dnr.state.mn.us/fall_colors/index.html)

**Iowa** - Department of Natural Resources  
<http://www.iowadnr.gov/forestry/fallcolor.html>

### Autumn Trivia Answers:

1) French 2)March 3)Harvest Moon 4) Sadness 5) A cold winter

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