

## News You Can Use

A publication for University of Wisconsin-La Crosse employees

### From the Desk of the Interim Director

Welcome back! It is hard to believe that we are already several weeks into the fall semester. I am sure you will agree that the summer went by too quickly!

The end of the fiscal year saw the retirement of Jennifer Wilson, the Executive Director of Human Resources. As the Interim Director, I am pleased to report that the search for the position of Director of Human Resources is underway. We look forward to having the position filled by the end of the year.

On behalf of the entire HR staff, I would like to thank the campus community for your support and understanding during the implementation of HRS. There were challenges over the summer months, but continue to be excited about the functionality that HRS brings. We are using eBenefits (electronically submitting applications) on our campus for new hires and for the open enrollment opportunity in October. Watch for additional HRS functionality rollouts in late 2011.

Joy Gutknecht

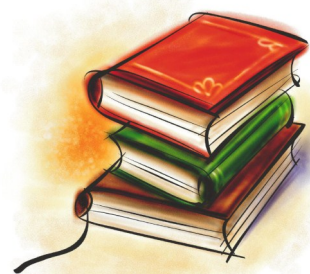
### Reminder To Eligible Faculty, Academic Staff & Limited Appointees Who Earn Sick Leave

If an unclassified employee (Faculty, Academic Staff and Limited Appointees) fails to file a report on leave usage as required by UW System policy in one or more months of any year, they shall not be permitted to accrue sick leave for that year in an amount exceeding the cap established by §40.05(4)(bp)1., Wis. Stats.

- Appointments at 100% will earn **96 hours (12 days)** of sick leave for an annual or academic year **and 48 hours (6 days)** for semester appointment.
- The capping of sick leave will reduce your earned sick leave to 8.5 days for an annual unclassified employee or 6.4 days for an academic year unclassified employee (leave amounts are prorated for part-time employees) if leave statements are not turned in to HR.

All faculty, academic staff and limited appointees earning sick leave monthly will need to have all statements for the 2010-11 fiscal year will receive a communication from HR the end of September. All leave statements must be submitted to HR by **October 7, 2011** to avoid the cap.

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# Office of Human Resources News

## PeopleAdmin Tracey's Tips & Topics

### Tips on Telephone Screening

There are a variety of reasons why telephone screening is both difficult and desirable. It is difficult because obtaining behavioral examples without the face-to-face interview format could be time consuming and subject to many forms of measurement error. On the other hand, it is worthwhile to do good telephone screening in order to reduce expenses for campus visits. Following are some general guidelines for phone screening:

1. The telephone interviewers should have good knowledge of the job requirements as indicated in the Position Description (PD).
2. Carefully read through the candidate's application materials.
3. Develop questions pertaining to the skills which are important in the position. A common list of core questions (*samples on the web*) will be asked of all persons interviewed. The use of standard questions does not prevent the SS committee from asking follow-up questions as may be deemed appropriate.
4. During the interview, use "question openers" such as:
  - "Tell me about a time when..."
  - "What kind of experiences have you had with..."
  - "Give me an example of your work in..."
  - "What coursework have you had on..."
5. During the phone interview, keep in mind that tolerating silence in face-to-face interviews is different from tolerating silence in a telephone interview. A significant period of silence during a telephone interview can be uncomfortable for the interviewee and may be perceived as bad telephone manners.
6. Wrap up your telephone interview by letting the candidate know what will happen next.



## Student Payroll Center.... HRS Hints

HRS updates time cards daily at 10:00 am, 2:00 pm, and 7:00 pm. If you make a change to a time card you will not be able to approve it until after it updates. Please note the alarm clock will not disappear until after HRS updates itself. This process typically takes about an hour and a half to complete.

If you would like to check the approved hours, click on Manager Self Service, View Time, and Payable Time Summary; Enter your Group ID and click on Get Employees. Your list of employees will be shown. Select the employee's name and the approved hours for one week will be shown. To view a different work week, change the start date which is located above the blue line.

**Departments versus accounting strings:** Most supervisors only have one Department, but could have many accounting or funding strings. Most Department numbers start with an 'E' and end with 00. For example Biology is E361600, Accounting is E081000. Any Department can have multiple funding strings (they are set up in Business Services).

On any form you complete, do not put the *Student ID* and/or *EMPL ID* from WINGS on the form. You can leave the *EMPL ID* and/or *EMPL RCD* numbers blank; HRS will let us look up employees by name.

Credit Verification forms, copies of student schedules, and Student Payroll record forms are not used anymore.

# Office of Human Resources News

## The Unclassified Corner

### Leave Reporting

As stated in UPG 9.10, leave hours for **full-time unclassified** employees are charged only in half-day increments.

- Absence increments between 2 and 5 hours will be charged as **4 hours** of leave taken.
- Absence increments of 6 hours or more will be charged as **8 hours** of leave taken.

Employees with **less than full-time** appointments **report actual hours absent**.

#### UPG 9.10 reads as follows:

*“Leave for full-time unclassified employees shall be charged in increments of one-half day for full-time appointments. Absences of between one-quarter and three-fourths day shall be charged as one half-day. Absences of between three-fourths and one and one quarter day shall be charged as one day.”*

### EOP Processing

For individuals using the EOP (Extraordinary Payment) form, here are a few reminders listed below.

EOP forms are due to HR on or before **the 15<sup>th</sup> of the month**. Please allow time to gain all of the necessary signatures before the 15<sup>th</sup> to ensure HR receives the form by this deadline. EOPs received after this deadline cannot be processed until the following month.

New non-contracted employees and non-contracted employees who have not been paid on the University payroll in the past 12 months who are being paid via EOP will need to visit Human Resources within **3 days** of their first day of work. We are required by federal law to complete an I-9.

Please do not use social security numbers on the EOP form. We want to protect this sensitive data.

## The Classified Corner

### Classified Excellence Appreciation Breakfast

The 15th annual appreciation breakfast for classified employees will be held September 22nd from 7:15 to 9:00 a.m. in Valhalla, Cartwright Center-Gunning addition. Permanent, project and LTE classified staff are guests of the Chancellor for breakfast.

This year's itinerary will include guest speaker Barbara Stewart. Barbara will be speaking prior to Chancellor Gow's address. Invitations and RSVP information has been sent via email.

There will be tables in the back of the room for the convenience of later arrivals. Call Kathy Ring with questions at 785-6499.



# Office of Human Resources News

## Reminders

### Open Enrollment for Benefits

The “It’s Your Choice” open enrollment period will begin October 4th through October 28, 2011. Open enrollment opportunities are available for Health, Vision, Dental, Epic Benefits Plus, and the Employee Reimbursement Account.

### 8th Annual UW-L Health and Financial Fair

Human Resources is pleased to announce the eighth annual UW-La Crosse Health/Financial Fair. This event will take place **Thursday, October 13<sup>th</sup> from 10:00 AM to 3:00 PM in Valhalla of the Cartwright Center.**



**This is your opportunity to make a self assessment of your health and financial needs and take the appropriate action.** Have you taken the steps necessary to ensure you will have your health, wealth, and be able to enjoy your retirement?

At the Health/Financial Fair you can discuss options regarding your benefit plans. Most benefit vendors, including Social Security will be in attendance. In addition, there will be informational booths from Gundersen Lutheran and Health Tradition. Moreover, there will be financial vendors from all of the Tax Sheltered Annuity 403(b) programs, and the Deferred Compensation Program. Also in attendance will be vendors from the Wisconsin Physicians Service (provider for the Standard Plan), Gundersen Lutheran, Health Tradition, Employee Reimbursement Account (ERA), Epic, Minnesota Mutual Life, and Ameritas Dental for retirees.

**This is your opportunity to talk with the experts!** Remember, events in life can drastically change your health and financial needs. For some of the changes you may need to consider during a life event situation, visit <http://www.uwsa.edu/hr/benefits/lifeevent/index.htm>

**Watch for a Health/Financial Fair Insert featured in the October Newsletter**

# Health & Wellness

## Work and Life Balance Employee Wellness

### Worker's Compensation

If you are injured at work, please complete the worker's compensation forms located on the HR web site under accident. The employee is responsible for completing the injury and illness report and the top of the first report of injury form. The supervisor is responsible for the bottom section of the first report of injury form and the supervisor's statement form. All forms must be submitted for consideration of any doctor bills. Call Kathy Ring with any questions at 785-6499.

### Work Life Balance

Balancing work with personal life is an essential factor for professional and personal well being. You may face many challenges while trying to do so and may seem quite difficult from the outer. This article indicates a few benefits which will make it easier for you to prioritize life activities. To view the complete article on work life balance please click on the following link: <http://www.articlesbase.com/career-management-articles/worklife-balance-1643839.html>



### Employee Assistance Program Provider

EAP provides professional, confidential assistance to help individuals resolve concerns that affect their personal lives or work performance and is available to all employees regardless of appointment percentage, including limited term and project employees, and their immediate family members, including domestic partners.

**Associates in Counseling**  
115 5th Avenue S Suite 414  
La Crosse, WI 54601  
Phone: (608) 782-1117

**Email:** [lacrossecounselingclinic@gmail.com](mailto:lacrossecounselingclinic@gmail.com)

### Notice

HUMAN RESOURCES WILL BE SENDING INFORMATION VIA E-MAIL 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.

"Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it."

—Lou Holtz



# Grey Matters

# Fall

BEGINS  
FRIDAY  
SEPTEMBER 23RD

## 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#/Report](http://www.travelwisconsin.com/fallcolor_report.aspx#/Report)

### 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/Environment/Forestry/ForestryLinksPublications/FallColor.aspx>

# Welcome

Welcome to Ann Bever  
who recently joined the  
Human Resource Office



**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>**



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