

News You Can Use

A publication for University of Wisconsin-La Crosse employees

From the Desk of the Interim Director

As the days grow longer, we know that we are well on our way to the season of winter. Last year, we were digging out over 14 inches of snow at this time! What a difference a year makes. While this year's snow fall has been minimal, this is Wisconsin and we know that snow will come. Please take a few moments to review the Inclement Weather Policy and an Inclement Weather Plan at http://www.uwlax.edu/hr/current/Policy/inclement_weather.htm

This has been a year of change. While this issue is providing many year-end reminders, remember to check the HR homepage and MY UW System portal for information on a regular bases. Remember you can always reach us a 785-8013 if you have questions.

Enjoy the season.

Joy Gutknecht

End of the Year Reminders

With the end of the calendar year fast approaching, remember:

W-2 Tax Statements

- 2011 W-2 tax statement will be mailed to the home address listed on your earning statement and they will be available on the My UW System portal.
- Please verify home address information and complete the [address change form](#) if necessary.
- Prior year W-2 forms will be available the last week of January on the [My UW System](#) portal.

Fall semester only appointment:

- You will receive COBRA information if you have insurance. COBRA allows you to continue the insurance however there is **no** employer contributions.
- This information will be sent to your home address. Please verify home address information and complete the [address change form](#) if necessary.
- Complete [Exit Checklist](#).

Contact Human Resources at (608) 785-8013 with any questions.

December 2011

Seasons Greetings



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Office of Human Resources News

Portal Notes



Time and Absence - Unclassified Staff

Not seeing your leave reports?? If you log into your portal and the Leave/Furlough Report column is blank instead of listing clickable links for your monthly leave reports, *try using a different internet browser*. If you are using Internet Explorer, try upgrading to the latest version 9.0, which can be found here: [Internet Explorer 9.0](#) Or, switch to Mozilla Firefox or Google Chrome.



UW-L Sustainability Store



Human Resources had great success recycling our surplus office supplies within the UW-L community via email to administrative staff. Many of the department staff we spoke with had surplus supplies they were interested in recycling.

To that end, we have set up a Google doc titled '[UW-L Sustainability Store](#)' for everyone to use to offer surplus supplies to other UW-L departments and to acquire items your department may need. Please email Shelle Gholson (sgholson@uwlax.edu) to get access to this shared Google doc.

The Sustainability Store is limited to consumable office supplies such as printer or toner cartridges, binders, file organizers, folders, paper and similar items. The Sustainability Store cannot be used for electronic equipment, furniture, file cabinets, desks, chairs or similar items. For such items follow procedures established by the [UW-L Surplus Property Program](#).

Have surplus supplies? Please post them on the UW-L Sustainability Store.

Before you buy something new - check the UW-L Sustainability Store to see if another department has excess of the item to share.

Looking for something in particular? There is a tab for Wanted Items. Be sure to check that tab occasionally to see if you can help out another department.

Once you have recycled your item to another UW-L department, please remove it from the Google doc. It's that simple!

If we all work to recycle and reuse we will save money and keep usable items out of our landfills.

Office of Human Resources News

Legal and Personal Holiday Reminders

Just a reminder of how holidays are observed if they fall on a weekend. (There are four holidays that will fall on the weekend at the end of December and beginning of January.)

When a holiday falls on Sunday, the campus is closed on Monday. This means that UW-L will be closed Monday December 26th and Monday January 2nd in observation of Christmas Day and New Year's Day.

If a holiday falls on a Saturday, the hours for that holiday can be used at any time as it becomes a "floating holiday". We have Christmas Eve (12/24/11) and New Years Eve (12/31/11) this year as floating holidays, so classified employees and annual unclassified employees that are 100%, will have 16 hours of "floating holiday" for these two days.

- Classified employees must use their Legal Holiday hours including floating holidays and Personal Holiday hours by December 31, 2011 or the hours will be lost.
- Annual unclassified employees must use their Legal Holiday hours and Personal Holiday hours by June 30, 2012.

The new format of your earning statement has the available balance of all your leave. Please check the Legal Holiday and Personal Holiday available balances and request your time off accordingly. Feel free to contact HR with any questions at 785-8013.

The Classified Corner

End of the Year Reminders

- **Legal Holiday Hours:** All **classified** employees must use their legal holiday hours **by December 31st** or the hours are **lost**. December 24th and December 31st fall on Saturday this year making them **floating holidays**. These floating holidays **must** be used by December 31st or they will be lost. When you use a legal (floating) holiday before the actual holiday, it will show as a negative LH balance on your earnings statement until earned.
- **Personal Holidays:** All classified employees must use their personal holiday hours by December 31st or the hours are **lost**.
- **Sick Leave:** Sick leave hours are automatically carried over every year for all employees.

Student Payroll

Please remind your student employees that the address that the W-2 will be mailed to can be seen on the Portal where they punch in. The second box on the right labeled 'PERSONAL INFORMATION' shows the home address. If the address needs to be changed, click on 'Update my Personal Information'.

W-2's will be able to be printed from the Portal. In the 'PAYROLL INFORMATION' box, click on 'Tax Statements'. The W-2 should be available the week of January 25th.

Health & Wellness

Work and Life Balance Employee Wellness

Winter Weather Safety



Winter weather is officially here! 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
- Pace yourself

For more information on these and other points, visit the following web site at:

<http://www.wellnessjunction.com/athome/ergonomics/shovel.htm>



Season's
Greetings

Employee Assistance Program Provider

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

Email: lacrossecounselingclinic@gmail.com

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.



Grey Matters

Season's Greetings

**From The
Human Resource Staff**

*Welcome to Deana Kabliska who recently joined the
Human Resource Office*

Happy New Year



*"Cheers to a new
year and another
chance for us to get
it right"*

- Oprah Winfrey

New Year's Eve Fun Facts

1. The first New Year's Eve ball drop in Times Square happened in?
2. How much does New York's Waterford crystal ball weigh?
3. What does Auld Lang Syne mean?
4. What US city is a countdown done with an elevator?
5. In what state is a pine cone dropped on New Year's Eve?
6. When do people decide their resolutions?

Top Resolutions For The New Year:

- * Promises to exercise more (37%)
- * Increasing the time devoted to study or work (23%),
- * Losing weight, stop smoking or drinking (alcohol and/or coffee) and eat healthier

New Year's Eve Trivia 1) 1907 2) 1,070 pounds 3) Times Gone By 4) Seattle 5) Flagstaff, AZ 6) Between the 28th of December and New Year's Day - the remainder usually take until the end of January.

Sources: <http://www.riversongs.com/happy/newyear.html#> and <http://www.funfacts.com.au/new-years->