

## News You Can Use

A publication for University of Wisconsin-La Crosse employees

### From the desk of the Executive Director

Spring is around the corner, or already here according to the T.V. weather forecasters. I have looked. Spring must be hiding under the snow banks. I have noticed a gradual increase in daylight in the afternoon, making the drive home nicer. Daylight Saving Time will shift an extra hour of daylight to the evenings (March 14<sup>th</sup>, remember to move your clock ahead one hour at 1:59 a.m.). Another sign of seasonal change is the ebb and flow of campus energy as many students leave for spring recess (of classes) and return March 22<sup>nd</sup> for the final drive to the end of the academic year. Spring is on the way.

*Jennifer B. Wilson*

### Furlough Reminder

Our third campus wide furlough day will be **Monday, March 15<sup>th</sup>**. The UW-L campus will be closed on this day. You may wish to indicate this furlough information on your e-mail and voice mail "out of office" message. Furlough time must be recorded for all UW-L staff for this day.

Also keep in mind that all furlough time off (FTO) for 2009-2010 must be used by June 19, 2010 for Classified Staff and June 30, 2010 for Unclassified Staff. Please watch your balances as we get closer to the end of the fiscal year to ensure that you will have all or your hours used by the dates indicated. There are 8 more pay periods (16 weeks) for Classified Staff and 4 more pay periods (16 weeks) for Unclassified Staff to use their furlough time for fiscal year 2009-2010.

We do have one more mandatory furlough day coming up on Monday, May 17<sup>th</sup> (Friday, May 21<sup>st</sup> for Residence Life employees) so make sure you save enough FTO for that day.

### March is Women's History Month and Irish American Heritage Month

#### Women's History Month

Although the celebration of women's history month started well before 1981, it wasn't until then that the United States Congress passed a resolution declaring a National Women's History Week. In 1987, the National Women's History Project petitioned Congress to expand the celebration to the entire month of March. To read additional articles regarding March as Women's History Month and this year's theme please visit the following site: <http://womenshistorymonth.gov/about.html>

#### Irish American Heritage Month

With over 44 million Americans claiming Irish decent, past and present presidential proclamations have designated March to be Irish American Heritage Month. For a look at this year's Presidential Proclamation of Irish American Heritage Month please visit the following website: <http://www.whitehouse.gov/the-press-office/presidential-proclamation-irish-american-heritage-month>

\* The United States Congress declared March as Irish American Heritage Month in 1995.

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# Office of Human Resources News

## PeopleAdmin: Tracey's Tips & Topics

### SS Chair Pre-Planning Tips

As the Chair of a Search and Screen Committee, some of the topics you should be ready to discuss in your initial meeting with the committee to expedite the posting of your search are:

1. **Will your posting have a firm closing date or will it be open until filled with a first review date?**
2. **What documents will you require each applicant to include in order for their application to be considered complete?** (examples include cover letter, curriculum vitae or resume, teaching philosophy, statement of research, unofficial transcripts, references, other documents)
3. **How do you want to collect references?** (contact Tracey at ext. 5-8629 for an explanation of the 3 ways within which to collect references or refer to the HR Newsletter of November 2009 at this link: <http://www.uwlax.edu/hr/News/HR-Newsletter-100709.pdf>)
4. **Where will you advertise?**

While you are not expected to have completed these documents, having a draft available for discussion is recommended:

- **SS Procedures**
- **Selection Criteria**

- **Position Description**
- **Advertising Text**

The templates for these documents are located at: [http://www.uwlax.edu/hr/employment/PeopleAdmin/PA\\_forms\\_templates.htm](http://www.uwlax.edu/hr/employment/PeopleAdmin/PA_forms_templates.htm) (please contact Tracey for guidance)

The information you will need to obtain from the Dean of the searching college in the pre-planning stages include **advertising budget**, **target salary** and **account number**. Remember to post your SS committee meetings on Posterous <http://www.uwlax.edu/hr/post.htm> at least 24 hours in advance. Please refer to these helpful SS Meeting Minutes Guidelines: [http://www.uwlax.edu/hr/employment/PeopleAdmin/PA\\_misc-information.htm](http://www.uwlax.edu/hr/employment/PeopleAdmin/PA_misc-information.htm)  
**Happy Hunting!**

## HRS . . . Into the Future

One improved customer service resulting from the Human Resource System (HRS) will be a portal on the web that employees can access using campus email username and password. A demonstration of the Portal showed that it will provide employee's access to their W-2s, Leave Balances, Leave Reports, Furlough Reports, Benefit Summary and Earning Statements at their fingertips. In addition, there are several newsletters that will be accessible directly from the Portal. The HR staff members were impressed with both the ease of access and usage and the level of service this will provide.

When is implementation of this? It will be phased in so not all campuses will go live during one month. Our best information is that the transition will occur during this semester and before summer. We are reviewing scheduling to determine what will best serve UW-L employees within the constraints available from the implementation team at Madison. As we have more information we will share it with the campus.

More information on HRS will be shared in future HR Newsletters. As always, if you have questions or would like to see a topic addressed, please drop Jennifer Wilson in HR a line and we will see if can provide information.

# Office of Human Resources News

## The Unclassified Corner

### Tax Sheltered Annuity Program Annual Fee

**Please note:** The annual \$9.00 administrative fee for all active participants in the Tax Sheltered Annuity (TSA) program will be deducted from the following scheduled pay dates.

- **Unclassified Staff:** The deduction will be taken on the **March 1, 2010** pay date.
- **Classified Staff:** The deduction will be taken on the **March 11, 2010** pay date.

If you have any questions regarding the annual service fee deduction, please contact Cedric Steine, Payroll & Benefits Specialist, at 785.6497 or at [steine.cedr@uwlax.edu](mailto:steine.cedr@uwlax.edu)

## The Classified Corner

### Classified Vacation Carryover

Classified employee vacation hours that were carried over from 2009 to 2010 must be used by Wednesday, June 30. If these hours are not used, the remaining balance will expire. Vacation carry-over is listed on your earning statements as VC.

If you have any questions, please contact Mary Dixon at [dixon.mary@uwlax.edu](mailto:dixon.mary@uwlax.edu) or 785-6495.

### Classified Time Reports

Classified Time reports for pay period ending March 13, 2010 are due Friday, March 12th at noon.

If you have any questions, please contact Mary Dixon at [dixon.mary@uwlax.edu](mailto:dixon.mary@uwlax.edu) or 785-6495.

## Individual Development Plan Reminder

Annually, the Individual Development Plan (IDP) is the opportunity for supervisors and employees to meet to discuss department/unit goals, staff career goals and supervisory position expectations. The IDP checklist provides information on related documents that are part of the IDP. The timeline for completion of the IDP is the existing schedule in the department/unit or mid April. A copy of the completed IDP is retained in the employee's personnel file.

## Student Payroll Corner

To assist employees with completing the W-4 form please refer to the following charts for Federal and State withholding information as of January 2010. The information pertains to individuals who are paid on a bi-weekly basis.

Employees can make a change by completing a new W-4 form.

Federal Withholding	
Number of Allowances	Approximate Check Amount Where <b>Federal</b> Withholding Starts
Single & 0	\$240.00
Single & 1	\$380.00
Married & 0	\$530.00
Married & 1	\$670.00

State Withholding	
Number of Allowances	Approximate Check Amount Where <b>State</b> Withholding Starts
Single & 1	\$180.00
Married & 0	\$220.00
Married & 1	\$240.00

# Office of Human Resources News

## Reminders

### ETF Announces Interest Rates

Recently the Department of Employment Trust Funds (ETF) announced the new interest rates credited to the retirement accounts of employed Wisconsin Retirement System members and eligible inactive members.

To review the new ETF announced 2009 interest rates please click on the following website.

[http://www.etf.wi.gov/news/pr\\_20100212.pdf](http://www.etf.wi.gov/news/pr_20100212.pdf)

### Life Insurance Option

#### Annual Increase Option for Individual and Family Life Insurance

Employees with Individual and Family Life Insurance coverage in force January 1, 2009 or earlier would have received the Annual Increase Option Form in the mail. This will allow you to increase the amount of insurance you have with this policy.

## Employee Assistance Program

Each month we feature links directing readers to monthly EAP newsletters provided by Gundersen Lutheran. The Frontline Supervisor and Frontline Employee are valuable resources to assist all UW-L employees.

Take advantage of this fabulous program right at your finger tips! To view this month's EAP Newsletters, please click on the following icons:

**Frontline Employee**  
**Wellness, Productivity and You!**

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

*One important key to success is self confidence. An important key to self confidence is preparation. - Arthur Ashe*

## Navigating the HR Webpage

### FORMS

Perhaps you've noticed we've been working on our forms, giving them a new look and trying to make them more user friendly. How are we doing?

The most recent forms revised are the address change, name change, email access request, and graduate assistant personnel transaction form. We've tried to reorganize our forms for easier completion, remove items we no longer need with our new system and adding things as necessary. Each form is redesigned using our new "branding" – the burgundy bar(s).

Looking for forms on our website? If you go to the "Human Resource A to Z Index Link" at the top of our pages you can locate them by name OR if you click on "forms" on that list a separate page will open where forms are organized by use such as payroll, benefits, students, etc.

# Health & Wellness

## March is Colorectal Cancer Awareness Month

### Raise awareness about colon cancer by wearing blue on March 5th

Gundersen Lutheran is promoting national awareness of colorectal cancer by encouraging individuals, businesses and community groups to participate in [Dress in Blue Day](#) by encouraging friends, family, co-workers and other members of their organization by wearing blue. The main goal of [Dress in Blue Day](#) is to start getting people to talk about colon cancer and ways to prevent this horrible illness.

For more information on [Dress in Blue Day](#) please visit the following websites:

- Gundersen Lutheran [www.gundluth.org/gastro](http://www.gundluth.org/gastro)
- Colon Cancer Alliance [www.ccalliance.org](http://www.ccalliance.org)

Lack of activity destroys the good condition of every human being, while movement and methodical physical exercise save it and preserve it. ~Plato

## Eight Tips For Sticking to Your Workout Regime

### Tip 1 - Be Prepared At All Times

You are going to be looking for excuses as to why you should not work out. You are going to be busy. One of the ways to help you overcome your excuses is to be prepared at all times for your workout.

### Tip 2 - Build Accountability

If you are going to workout in a public location, like a gym or fitness center, find someone to workout with. If you have someone that you know is waiting for you at the gym, you are less likely to skip your workout.

### Tip 3 - Vary Your Routine

Nothing will cause you to burn out faster than repeating the same routine day after day, week after week. Buy an extra workout video or piece of equipment so that you can vary your routine.

*To finish reading this complete article please click on the following link: <http://www.sustainhealtharticles.com/Article/Eight-Tips-For-Sticking-To-Your-Workout-Regimen/1736>*

## Balancing Work and Life

### Life in Moderation

Do you understand the importance of moderation?

Moderation is an important part of life and without it we can become obsessed with something that was initially harmless. These things can take over parts of our lives that should be reserved. Things like family dinners and spending quality time with your spouse or children can quickly take a back seat to work.

*To read this complete article by Kimberly Grass, please click on the following link: <http://www.articlesbase.com/stress-management-articles/work-life-balance-758505.html>*

To read more articles on the topic of achieving Work-Life Balance, check the website [ArticlesBase.com](http://ArticlesBase.com)

### Staying Focused

Do you find yourself with the best laid plans to get up early in the morning, have your coffee and breakfast, maybe watch a little [news report](#) and get busy tackling your [closet](#). It has been begging you to get it organized for several years now and Today is the Day! Then.....

#### **Life Happens - Just Like This:**

1. You pour yourself a nice "cup of joe" to get yourself pumped up for the success that you will achieve today on your closet. You are going to become Organized!

*To read this complete article by Linda Cleavenger, please click on the following link: <http://www.articlesbase.com/self-help-articles/does-your-mind-wander-with-clutter-1927916.html>*



# Grey Matters

## Trivia

The approaching days of spring means relief is in sight for all those experiencing the winter blahs and cabin fever. Soon ski hills will close for the season and golf courses will open. For all the golf enthusiasts on campus, this month's trivia challenge will test your golf skills on and off the course.

1. In what country did golf originate?
2. What is it called when you shoot one over par for a hole?
3. What is it called when you decide to re-hit the same shot again?
4. Which golf course has a series of holes that is called the Amen Corner?



5. What is the average number of dimples on a golf ball?
6. Who is the highest ranking golfer on the PGA tour with ties to Wisconsin?
7. What percentage of all golfers regularly shoot better than bogey golf?
8. How many golf courses (and number of holes) are within the city limits of La Crosse?

## Countdown to



The First Day  
Of Spring

Saturday  
March 20th

# SPRING



Daylight Savings  
Time begins on  
Sunday March 14th  
@ 2 a.m.



### More Daylight!

March 2010	Sunset	Sunrise
Monday March 1st	6:42 a.m.	5:54 p.m.
Monday March 31st	5:48 a.m.	6:31 p.m.

### Answer Key

**GOLF TRIVIA** 1) Scotland 2) Bogey 3)Mulligan 4)Augusta National 5)300-450 6)Steve Stricker for Stoughton, WI 7) Less than 15% 8)Two: Forest Hills (18), Walsh Golf Center (9)

If you know little or nothing about golf, par (expected score) would be 2 correct. For golfers par is 6 correct.