Administrative Support Workshop

August 15, 2017

Surround yourself with distinction. Surround yourself with UW-La Crosse.
Welcome!

Joe Gow, Chancellor
Madeline Holzem, CHRO
Academic Affairs

Betsy Morgan
Provost & Vice Chancellor
University of Wisconsin-La Crosse

Administrative Support Workshop

August 15, 2017
17-19 State Budget Update

• Tuition Freeze: 6 Years → FY14 to FY19

• 2% Pay Plan Each Year
  • FY18: Sept 1, 2018
  • FY19: May 1, 2019
  • UWL Cost: 684M

• Performance Funding: 26.25M Base
17-19 State Budget Update

• Innovation Fund: 5M One-time
• Financial Aid for UWS: 8M
• Veteran Non Res Tuition: 5.5M Unfunded
• Independent Audit: 2M Unfunded
• Capital Budget: 128M of 768M Request
FY18 UWL Self-Funded Compensation

Admin Support, Custodial & Facilities, HR
• 1% Base
• 1% Lump Sum

Fin Svcs, IT, Medical, Police, Power Plant
• 2% Lump Sum
University Police

• Body Cameras
• Emergency Notification
• Security Cameras
• Community Oriented Policing
Questions & Comments
Facilities Planning & Management

Helpful Information - [http://www.uwlax.edu/fpm/](http://www.uwlax.edu/fpm/)

*i*-Service Desk for work orders
  • Dan Quam, Business Manager, 8642

General Facilities Help – 8585

Building Manager Program
  • Building Managers Meeting in late September
Custodial Support - Dave Anderson
  • Kim Schultz-Schleibe – 8593

Enter i-Service Desk work order for:
  • Furniture moves
  • Special cleaning
  • Custodial support
  • Key Requests
  • Card Access – Use Key Request
    • Student lists deleted every semester
Confidential Records Disposal

• Containers for confidential record disposal have been strategically placed around campus to save money. No additional disposal containers will be added unless the department wants to pay for the extra container.
<table>
<thead>
<tr>
<th>Building</th>
<th>Fire Drill Day</th>
<th>Fire Drill Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Union</td>
<td>Thursday, September 21</td>
<td>7:30 AM</td>
</tr>
<tr>
<td>Cleary Center</td>
<td>Thursday, September 21</td>
<td>8:00 AM</td>
</tr>
<tr>
<td>Police Services</td>
<td>Thursday, September 21</td>
<td>8:30 AM</td>
</tr>
<tr>
<td>Maint. &amp; Stores</td>
<td>Thursday, September 21</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Whitney Center</td>
<td>Thursday, September 21</td>
<td>9:30 AM</td>
</tr>
<tr>
<td>Cartwright Center</td>
<td>Thursday, September 21</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Mitchell Hall</td>
<td>Thursday, September 21</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>Wimberly Hall</td>
<td>Thursday, September 21</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>Wittich Hall</td>
<td>Thursday, September 21</td>
<td>11:30 AM</td>
</tr>
<tr>
<td>Archaeology Center</td>
<td>Friday, September 22</td>
<td>12:30 PM</td>
</tr>
<tr>
<td>Graff Main Hall</td>
<td>Friday, September 22</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Wing Technology</td>
<td>Friday, September 22</td>
<td>1:30 PM</td>
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<tr>
<td>Center</td>
<td></td>
<td></td>
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<tr>
<td>Murphy Library</td>
<td>Friday, September 22</td>
<td>2:00 PM</td>
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<tr>
<td>Centennial Hall</td>
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<td>2:30 PM</td>
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<tr>
<td>Center for the Arts</td>
<td>Friday, September 22</td>
<td>3:00 PM</td>
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<tr>
<td>Cowley Hall</td>
<td>Friday, September 22</td>
<td>3:30 PM</td>
</tr>
<tr>
<td>Morris Hall</td>
<td>Friday, September 22</td>
<td>4:00 PM</td>
</tr>
</tbody>
</table>
Questions
&
Comments
Parking Services Update

Parking and Transportation Services

Victor Hill, Director Parking & Transportation
Business Services

Sandy Chapman, Controller
Amanda King, Purchasing Director
Cynthia Herman, Accounts Payable Manager
OVERVIEW

• **Cash & Card Handling, Signature & Contract Authority, and Foundation/UWL**
  • Sandy Chapman, Controller

• **Purchasing and P-Cards**
  • Amanda King, Purchasing Director

• **e-Reimbursement, Travel, Payment to Individual Reports, and Invoices**
  • Cynthia Herman, Accounts Payable Manager

• **Looking Ahead**
  • Sandy Chapman, Controller
SIGNATURE AUTHORITY

• Business Services Documents
  – Change Funds
  – Expense/Revenue Transfer Forms
  – Invoices
  – PIRs (Payment to Individual Report)
  – Procurement Card Statements
  – Purchase Requisition Forms
  – Food Expense Approval Forms
CARD & CASH HANDLING

• Approval to Collect Cash and Checks
• Initial Review of Procedures
• Cash Handling Training Required
• Card Handling Training Required
• Final & Ongoing Review of Procedures
CARD HANDLING

• Comply with Payment Card Industry Data Security Standard (PCI DSS)
  – Review current process by completing a questionnaire
  – Provide policies and procedures
  – Require and document completion of Annual Security Awareness Training
PURCHASING PROCESS OVERVIEW

1. Determine Requirements and Anticipated Spend for desired items
2. Confirm whether covered under MANDATORY CONTRACT
3. Determine whether there is an OPTIONAL CONTRACT that can be utilized
4. Purchase > $5,000 – SIMPLIFIED BID
5. Purchase > $50,000 – REQUEST FOR BID/REQUEST FOR PROPOSAL
# SPECIAL CONSIDERATIONS

<table>
<thead>
<tr>
<th>PRODUCT/SERVICE</th>
<th>PROCESS/APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Services</td>
<td>Governor approval via RPA</td>
</tr>
<tr>
<td>Printing</td>
<td>Must work with Purchasing Office</td>
</tr>
<tr>
<td>Telecomm Equipment</td>
<td>Work with Telecomm Specialist</td>
</tr>
<tr>
<td>Furniture/Remodeling</td>
<td>Work with Campus Planning</td>
</tr>
<tr>
<td>Computer/Software/Printer/Copier</td>
<td>Work with ITS</td>
</tr>
<tr>
<td>Shop@UW</td>
<td>Check Shop@UW first for supplies</td>
</tr>
<tr>
<td>Sole Source</td>
<td>Approval by System/Governor</td>
</tr>
<tr>
<td>Bus, Charter Services</td>
<td>Obtain quote/submit Purchase Requisition</td>
</tr>
<tr>
<td>Temporary Help</td>
<td>Must utilize Mandatory State Contract</td>
</tr>
</tbody>
</table>
# PURCHASES > $50,000

<table>
<thead>
<tr>
<th>REQUEST FOR BID (RFB)</th>
<th>PROCESS ELEMENT</th>
<th>REQUEST FOR PROPOSAL (RFP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specifications</td>
<td>REQUEST</td>
<td>Outcomes</td>
</tr>
<tr>
<td>Meet Minimum Criteria, Lowest Cost</td>
<td>RESPONSE</td>
<td>Outline capabilities, Cost Considered</td>
</tr>
<tr>
<td>Lowest Responsible Bidder</td>
<td>AWARD</td>
<td>Evaluation Committee Scores (technical/cost)</td>
</tr>
<tr>
<td>Lowest Bidder on Price</td>
<td>NEGOTIATION</td>
<td>Any or all proposers prior to award</td>
</tr>
<tr>
<td>3 months</td>
<td>TIMEFRAME</td>
<td>6 months</td>
</tr>
</tbody>
</table>
PROCUREMENT CARD (P-CARD)

- You CANNOT allow others to use your card
- Statements must be turned in timely, signed and dated, with all required supporting documentation
- Exempt from Sales Tax
- UW System Purchasing Card Policy & Procedure Manual
P-CARD RESTRICTIONS

• $5,000 single purchase limit
• Must ship items to University address
• Serial Purchasing – purchases with the same vendor for the same commodity for service without utilizing a competitive process. (PRO-C-27)
• Split Purchasing – multiple billings/charges for a single purchase to avoid the single transaction limit
P-CARD FOR SUPPLIES

• Purchase from Shop@UW first
• Must ship all items to the University
• Restrictions – Gift Cards, Flowers/Decorative items, Greeting Cards, Amazon Prime
• Ineligible vendors
• High Risk MCCs
P-CARD FOR TRAVEL

• Business-Related Travel Expenses Allowed
  – Airline Tickets
  – Lodging
  – Rental Car/Rental Car Gas
  – Hotel/Airport Parking
  – Other Transportation
  – Training/Conference Registrations
• Business-Related Travel Expenses Not-Allowed
  – Meals
  – Other Parking/Parking Fines
TRAVEL

• Travelers must submit one TER per trip.
  – The only exception to this is if additional funding would become available later in the fiscal year

• Per UW System Administrative Policy 405-General Travel and Expense, all UWL sponsored travel must be booked and purchased in the UW TravelWise program, either within Concur or with Fox World Travel.
  – This pertains to faculty, staff, students, guests, and groups.
• Top 10 Things You Need to Know Before You Travel.
• Non-employees and UW travel policies.
• Fox World Travel Service Fees.
• Lodging Policy update.
• Vehicle Rental Policy update.
e-REIMBURSEMENT

• 5 Requirements for Travel e-Reimbursements.
• Q&A sessions schedule for e-Reimbursement assistance.
• Processing time for e-Reimbursement.
• e-Reimbursement friendly browser.
e-REIMBURSEMENT

• e-Reimbursements must be submitted within 90 days from the last day of travel or invoice purchase date.
• Only a traveler may assign an alternate to enter expenses on their behalf.
• e-Reimbursements are paid via a separate direct deposit and are not included in the employee’s paycheck.
• e-Reimbursement trainings are posted on the Business Services home page.
PAYMENT TO INDIVIDUAL REPORT (PIR)

• All PIRs must have a contract attached if payment is for performing a service.
  • Academic Support Services Agreement (ASSA) – required for a contractor or an individual.
  • Speaking Engagement Agreement – required for an unpaid speaker.
    – All PIRs must have a current IRS Form W-9, Request for Taxpayer Identification Number, attached.
INVOICES

• To approve an invoice for payment, include the following information on the face of the invoice:
  – Funding string
  – WISDM manager signature and signature date
  – Business purpose

• UWL is tax exempt in the state of Wisconsin.
CONTRACTS

• A contract is a legally enforceable agreement between two or more parties that binds the parties to perform the mutual responsibilities, promises, and obligations described in the contract. The word "contract" may not appear in the title of the document; what matters is the substance of the document, not the title.

Procedures:
1. Department or Business Services starts a Contract Routing Form
2. Department provides contract and supporting documentation and departmental approvals
3. Contract Administrator reviews contract and either approves or follows up with contractor to get necessary modifications.
4. After approval, contract goes to appropriate authorized signer.
5. Once signed by UWL, the signature of the contractor is obtained – if contract is not already signed by contractor – and Contract is scanned into ImageNow.
CONTRACT SIGNATURE AUTHORITY

• The University of Wisconsin Board of Regents Policy 93-1 delegates the authority to sign UW-La Crosse contracts on behalf of the Board of Regents to the Chancellor of the University who, in turn, delegates contract signature authority to only a limited number of UW-La Crosse officers.

• If employees that do not have signature authority sign contracts, they may be personally liable for that contract. In addition, that contract may be held unenforceable.
LOOKING AHEAD...

- Clothing and Food Purchases
- Contract and Invoice Payment Processes
- Lunch Breaks – 2nd Tuesday of each month
- More
  - Newsletters
  - Resources on our webpages
  - Training Opportunities
  - E-Reimbursement Assistance Session
- Printing and Purchasing
- Procurement Cards
- Signature Authority
- WISDM Enhancements
QUESTIONS

Please feel free to email or call:

Card Handling – Lindsey Martell, lmartell@uwlax.edu, 785-5253
Cash Handling – Lisa Drazkowski, ldrazkowski@uwlax.edu, 785-8546
Contracts – Scott Holzem, sholzem@uwlax.edu, 785-8569
e-Reimbursement & Travel – Cynthia Herman, cherman@uwlax.edu, 785-8555
PCards – Amanda King, aking@uwlax.edu, 785-8730
Printing – John Elmer, jelmer@uwlax.edu, 785-8530
Sales Tax on Purchases – Beth Naas, bnaas@uwlax.edu, 785-8612
Shop@UW – Amanda King, aking@uwlax.edu, 785-8730, John Elmer jelmer@uwlax.edu, 785-8530
Signature Authority – Sandy Chapman, schapman@uwlax.edu, 785-8599
Break time!

10:00 – 10:15
Information Technology

Mohamed Elhindi, CIO
Jim Jorstad, Academic Tech Services Director
What you need to know about ITS

1) Introducing New Help Desk, Services, Staff
2) Communications
3) Protect yourself from phishing attacks, malware, viruses, and ransomware
4) D2L and Canvas
5) What improvements have been made in our network and access
6) Things you should know about our campus classrooms
7) Exam Scoring
8) Upgrades to ITS Web site. Understanding (KB)
9) WINGS update
10) How are we doing? Questions?
1) New Face of Eagle Help Desk
2) Being aware of communications from ITS

Important Information About Your UWL Student E-Mail

Students,

More than ever, students are being targeted by viruses, malware, phishing attacks, and ransomware. Notorious phishing e-mails are being sent to unsuspecting students, encouraging them to click on a link within to unlock their account and identity. Ransomware is particularly dangerous. If your data becomes infected with ransomware, an anonymous scoundrel will encrypt your data and demand money to unlock your files. Even if you pay the ‘ransom’, your files may still remain locked.

The best prevention for students is to not click on links in suspicious e-mails. If you are not certain if an e-mail is real, always hover your mouse (without clicking) over any e-mail links (FROM). If the e-mail address or web link is suspicious, don’t click on it. It’s also important to be sure to back up your data to a safe network environment or secure portable drive. Recent events are driving students to www.securewebstore.com, encouraging students to click on rogue links to steal your personal information.

Recently, on August 18th, the campus experienced a phishing attack. Here is an excerpt from the message.

Important E-mail Information: What this email is you received.

[Image -1x-1 to 673x314]
3) Protecting yourself from phishing attacks, malware, viruses, and ransomware
3) Protecting yourself from phishing attacks, malware, viruses, and ransomware

ITS will never ask for your password or verify your account through e-mail.

1) If you’re not sure if an e-mail is a phishing attack or a valid message, don’t click on it.
2) Be sure to read UWL ITS e-mails, especially when the subject line says ITS Alert or Attack. Ensure important ITS or university e-mails are not automatically going into your Junk or Clutter folders.
3) If you inadvertently clicked on a phishing e-mail and provided your user name and password, reset them immediately. You can do this by going to the Password Reset Management web page: https://secure.uwlax.edu/password
4) Check the ITS Facebook page for phishing attacks, alerts, and general technology information.
5) If you still have questions, contact the Eagle Help desk by walking in, calling, 8744, or via e-mail at: helpdesk@uwlax.edu
4) What you should know about D2L and Canvas
5) Network improvements
Today’s “High Tech” Residents Hall

- Door Swipe (C-BORD)
- Laundry View
- Environmental Controls
- Building Automation
- Smartphone
- Smartwatches
- Roku / AppleTV / Chromecast
- PlayStation / Xbox / Nintendo
- UHD SmartTV / Lighting / Audio Devices
- Laptop / Desktop / Printers
- Digital Camera’s
Access Point Deployment 2011-2016

152 Access Point Deployment 2011

2800 Access Point Deployment 2016
New UWL Data Center

Working towards J-Term transition from existing data center to new data center in Wing

Significant improvement to power, cooling, equipment organization

Network core refresh

4X performance existing Network
6) Campus Technology Classrooms

- Classroom Directory for detailed classroom information.
- MyMedia lecture capture is possible in any classroom.
- Classroom support can provide hands on training.
- For in-room classroom support use the phone in the room, dial 8774, and press 1 when prompted.
- Cleaning of technology podium areas.
7) exam scoring process and services
7) Exam scoring process

Place exams in a correctly identified envelope.

Give it personally to an Eagle Help Desk staff member or drop it in exam scoring bin.

Make sure your name, department, section, instructions, and exam KEY are clearly identified.

If identify exams to be scored by a specific date.

Try to avoid dropping off exams on a Friday afternoons or preceding a holiday. The earlier exams are received, the more likely they can be promptly scored.

It staff may not be available due to illness, vacation, or training. Additional delays may occur during mechanical issues.

Exam results are e-mailed to the instructor from the itsops@uwlaX.edu email address.
8) Upgrades and navigation to our ITS Web site and understanding the use of Knowledge Base (KB)

https://kb.uwlax.edu
9) WINGS

Late August 2017- all authentication for WINGS will be done using NetIDs.

Nothing will change for current students, faculty, and staff. Applicants will have a new NetID created for them, but not an email address.

Also, student NetID formats will change (for new students) to: last name.4 random digits, smith.1234
10) How we are doing, and what are your questions today
Records and Registration

Jan Von Ruden, Registrar
WHAT'S NEW?

- New Registrar - Jan Von Ruden
- Office reorganization – investing in our people
- New Academic Retention Policy and Drop Policy
- Ad-Astra room optimization project
OFFICE REORGANIZATION

• Registrar – Jan Von Ruden
• Assistant Registrar – Sue Knudson
• Records Information System Manager – Victoria Rahn
• Scheduling, Catalog & Curriculum Coordinator – Stephanie Speer
• New! Transcript Services/Veteran Services Assistant – Jessica Palmer
SCHEDULING AND CURRICULUM TEAM

• Stephanie Speer
  – College of Liberal Studies
  – School of Arts and Communication
  – School of Education
• Janelle Nelson
  – College of Science and Health
  – College of Business Administration
NEW ACADEMIC RETENTION POLICY

<table>
<thead>
<tr>
<th>Good Standing</th>
<th>Warning</th>
<th>Probation</th>
<th>Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative and semester GPAs ≥ 2.00</td>
<td>Cumulative GPA 2.00 or higher and semester GPA 1.00-1.99</td>
<td>Cumulative GPA less than 2.00. Probation takes precedence over warning</td>
<td>1. Semester GPA below 1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Failure to regain good standing after two consecutive semesters on probation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Failure to regain good standing the semester immediately following readmission from suspension</td>
</tr>
</tbody>
</table>
NEW DROP POLICY

• Students will have 10 days to drop a class without permission
  – It will not affect their academic transcript
  – They will be able to do this in WINGS

• Students will still only be able to add without permission the first five days of the term
AD ASTRA CLASSROOM OPTIMIZATION

• Meeting with each academic department/program
• Review and code requirements into the software
• Test the optimization process and tweak the rules
• Test some more
• Full utilization probably for Fall 2018 schedule of classes
OTHER INFORMATION

• Thanks for help with START!
• 2017-18 catalogs online and available through DigiCopy
• UCC/GCC timetable and catalog deadlines
• Scheduling process/timeline
SCHEDULING PROCESS/TIMELINE

• Sept 15 – Winter Intersession due to R&R
• Sept 22 – Spring 2018 schedules due to R&R
• Process remains same; contact person changed
• Importance of dates in scheduling classes/grade rosters
QUESTIONS?

Records and Registration
Human Resources

Madeline Holzem, CHRO
Amy Whillock, Assistant Director
Beth Hill, Assistant Director
Human Resources

• Position Management
• New onboarding experience
• Performance management
• ALEX
• Title and Total Compensation (TTC) Study
• Additional reminders
Position Management

- manage a title classification & PD library,
- track changes over time,
- will help with benchmarking to CUPA,
- easily add PD to recruitments,
- allow supervisors to create new PDs and modify existing PDs, as well as
- provide justification in software versus email chains
Onboarding

• Technology and task driven
• Uniform, but unique to employee type
• Accessible 24/7
• Supervisor has dashboard to track progress
• Using for student employees since Spring and all new employees as of 8/1
• Part of the PeopleAdmin SelectSuite
### Onboarding

#### Employee View

#### MY TASKS

- **Needs Attention**
- **Completed**

You have **9** tasks.

#### ALL TASKS

<table>
<thead>
<tr>
<th>TASK</th>
<th>RELATED STAFF</th>
<th>CHECKLIST</th>
<th>DUE DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Information</td>
<td>Zachary Daniel</td>
<td>Student Employee New Hire Checklist</td>
<td></td>
<td>VIEW</td>
</tr>
<tr>
<td>W-4</td>
<td>Zachary Daniel</td>
<td>Student Employee New Hire Checklist</td>
<td></td>
<td>VIEW</td>
</tr>
<tr>
<td>Direct Deposit Authorization</td>
<td>Zachary Daniel</td>
<td>Student Employee New Hire Checklist</td>
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<td>VIEW</td>
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<tr>
<td>Voluntary Federal Race and Ethnicity Form</td>
<td>Zachary Daniel</td>
<td>Student Employee New Hire Checklist</td>
<td></td>
<td>VIEW</td>
</tr>
<tr>
<td>Voluntary Self-Identification of Veteran Status Form</td>
<td>Zachary Daniel</td>
<td>Student Employee New Hire Checklist</td>
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<tr>
<td>Voluntary Self-Identification of Disability Form</td>
<td>Zachary Daniel</td>
<td>Student Employee New Hire Checklist</td>
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<tr>
<td>Affordable Care Act</td>
<td>Zachary Daniel</td>
<td>Student Employee New Hire Checklist</td>
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<tr>
<td>Executive Order #54</td>
<td>Zachary Daniel</td>
<td>Student Employee New Hire Checklist</td>
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<td>VIEW</td>
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<tr>
<td>Register for HR Meeting</td>
<td>Zachary Daniel</td>
<td>Student Employee New Hire Checklist</td>
<td></td>
<td>VIEW</td>
</tr>
</tbody>
</table>

Go to page: **1** Row count: **50**
# Onboarding

## Supervisor Dashboard

### Checklist Completion

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>Location</th>
<th>Assigned</th>
<th>W-4</th>
<th>Direct Deposit Authorization</th>
<th>Received 19 Supporting Document</th>
<th>Affordable Care Act</th>
<th>Voluntary Federal Race and Ethnicity Identification of Discrimination</th>
<th>Employment Documents Printed</th>
<th>Executive Order #84</th>
<th>Employee in HRs</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youniao</td>
<td>Li</td>
<td>Recreational Sports</td>
<td>03/28/2020</td>
<td>✔️</td>
<td>✔️</td>
<td>☑️</td>
<td>✔️</td>
<td>✗</td>
<td>✗</td>
<td>✔️</td>
<td></td>
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<tr>
<td>Michael</td>
<td>O'Brien</td>
<td>English</td>
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<td>Ross</td>
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<tr>
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- **50 items per page**
- **1 - 27 of 27 items**

**Bulk Actions**: Send Reminder
Performance Management using PeopleAdmin SelectSuites
• interactive & engaging
• personalize benefits enrollment
• ETA: Open Enrollment this Fall
# Title & Total Compensation (TTC) Study

<table>
<thead>
<tr>
<th>Current State</th>
<th>Future State</th>
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<tbody>
<tr>
<td>Titles and functional groupings are outdated.</td>
<td>Titles and functional groupings reflect work performed today.</td>
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<td>Over 1,800 job titles exist. Some job titles have many incumbents performing</td>
<td>Job titles provide a basis for grouping positions performing similar work.</td>
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<td>very different work.</td>
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<td>Career frameworks are different across employee categories including career</td>
<td>Clearly defined career framework (spanning across all staff categories)</td>
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<td>paths and requirements for progression that are not always clear.</td>
<td>providing helpful guidance to employees and managers.</td>
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<td>Salary structures not based on relevant or updated market data.</td>
<td>Market-informed salary structures in place for university staff, academic</td>
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<td>staff, limited appointee, and graduate student positions which help to</td>
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<td>attract and retain the best and brightest talent.</td>
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TTC Study

Major Components of the Study

- Define and confirm compensation philosophy
- Assess positions and develop new job title structure
- Market analysis of compensation, benefits and work-life offerings
- Develop New Compensation Structure
- Develop Career Lattices
- Implementation and Follow-up Reviews
Title & Total Compensation Study

- Mercer is the vendor
- Goal to implement- 2 years
- What the Study is NOT...
  - An equity study
  - A reduction-in-force
  - A pay plan
Reminders

“I made a list of 100 things I need to do this week and numbered them in order of importance. Unfortunately, 99 are ranked #1.”

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QUESTIONS?

Office of Human Resources