

John Acardo

From: Carri O'Melia
Sent: Monday, December 14, 2020 8:52 AM
To: Alyssa Balboa; John Acardo; Shannon Miller
Subject: HR Reminder

Colleagues,

As we approach the end of the calendar year and semester, I wanted to again make you aware of several items that will be occurring this week and early next, prior to the winter break. For information that was presented last week, you can [access those communications here](#). In this update:

- Employee Self-Service Direct Deposit
- Distribution of Pay Plan notices to employees
- 12B Payroll Approval Dates
- Title and Total Compensation Project Update
- Reminders
 - Updating your personal information in MyUW Portal
 - COVID Reporting
 - Retirements and Re-Employment

Employee Self-Service Direct Deposit

On December 13, 2020, UWL employees will be able to make modifications to their Direct Deposit information through the MyUW portal. [Click here](#) to learn more about how to update your [direct deposit](#).

Distribution of Pay Plan notices to employees

A general note to alert you, and for you to have if your employees inquire, that UWL HR will be processing the notice of increased wages for employees eligible for Pay Plan on this schedule:

- 12/21/2020 notifications sending – employees paid on the Annual Basis (effective date 1/1/2021)
- 12/28/2020 notifications sending – employees paid on the Hourly Basis (effective 1/3/2021)
- 1/4/2021 notifications sending – employees paid on the Academic Basis (effective 1/15/2021)

HR will send the notices before these deadlines if we are able, these dates represent the last date that the notices will be sent.

12B Payroll Approval Dates

With the winter holidays, the 12B Payroll Dates have been moved up. Please note that **Noon on Friday, December 18, 2020** is the last opportunity for you to approve time.

Title and Total Compensation Project Updates

On December 8, 2020, UWL HR met with the [UWL TTC Stakeholder](#) group to provide an update to the advancement of the TTC project. As it currently stands, the TTC project remains on hold – since March 2020 – with nothing formally approved for implementation and deployment. The Madison project leaders have announced they desire to begin the process of implementing in March 2021 but would need UW System approval prior to doing so.

In the meantime, the project leaders have been cleaning up the [Standard Job Description Library](#) and the institutional data reports so that when the project is ready to be implemented, institutions can pick up where they had left off in March of 2020. For UWL, that means:

- Re-engaging chairs and supervisors for an additional review of the mapped titles for persons in their units.
- Developing a timeline for manager/employee conversations and feedback.

- Establishing the parameters and hearing panel for any employee appeals related to their newly mapped title.

As more information is released from UW System, we will keep you apprised, but wanted to at least give you an update prior to calendar year end.

Reminders

On updating your personal information in MyUW Portal

As a reminder – please [update your personal information](#) in the MyUW Portal to ensure everything is correct with your name, address, and emergency contact information. The name and address are used in the generation of your annual tax documents, so updated information is critical to have on file.

COVID-19 Reporting

For employees that are regularly working on campus - while the hope of vaccination is on the horizon, we are still in a period of testing and the need of employees to report when they are needing to quarantine. Please remind employees that if they are failing the daily status symptom checklist *or* have tested positive or have been told by a public health official/agency/medical provider that they need to quarantine – that they do so.

Retirements and Re-Employment

As we approach the end of the term, HR usually sees an increase in retirement requests ending with the Academic Year. Please remember that when an employee announces retirements, they are prohibited by ETF policy from discussing any re-employment before their actual retirement date. After their retirement date, they can resume discussions about re-employment, but cannot be re-employed for 75 calendar days from the date of their retirement.

Student Employee 2021 Onboarding and Hiring

On Friday, HR sent to the Student Employee Supervisors the process and information for Spring 2021 Student Help hires. You can review that message [here](#).

If you have any questions or concerns, please do not hesitate to contact me. Enjoy your winter break!



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