HUMAN RESOURCES ADVISORY COMMITTEE

Meeting Materials
Thursday, April 27, 2023
2:15 PM to 3:15 PM

144 Graff Main Hall
University of Wisconsin-La Crosse
1725 State Street
La Crosse, WI 54601
& via MS Teams

A. Calling the Roll

B. Review of Recording from March 23, 2023
   a. Recording available here

C. Human Resources Program Spotlight: WRS Annual Benefit Statement
   a. Presenter: **Jenn Wiesjahn**, Benefits, Wellness, & Leave Specialist | jwiesjahn@uwlax.edu | 608.785.8013

D. Administrative Transformation Program (Workday Transition) Updates
   a. Updates and Upcoming Information on Training
   b. Workday Walk Throughs

E. Human Resources General Updates
   a. Staffing Updates
   b. Review News from UW System and UWL Human Resources

F. Updates on Low-Cost/No Cost Solutions to Enhance Employee Engagement & Satisfaction

G. Employee Metrics & Reports

H. UW System Administrative Policy Actions for current and previous month

Administrative Transformation Program
(Workday Transition) Updates

REQUESTED ACTION
ATP will be a standing informational item for the Human Resources Advisory Committee (HRAC). No action is needed at present, simply an awareness of this System-wide project that will have impacts to all operational areas of Human Resources and People Management. Please communicate to your constituencies as appropriate.

SUMMARY
ATP is dedicated to standardizing finance, human resources, and research administration business processes and implementing Workday and Huron Research Suite, integrated, cloud-based technology systems, at all UW System campuses. The result will be a more resilient administrative environment that advances the UW's mission of research, teaching, and outreach.

ATP – Overall
ATP is more than just the Workday transition (from PeopleSoft, our current, enterprise-wide, payroll and finance software program). It brings together projects for data warehousing/management, document imaging and storage, consolidating (or integrating) ancillary software systems, and standardizing business processes system wide.

Portfolio Model
The Portfolio Model breaks each of the project priorities into independent structures that are focused, yet connected, to the overall implementation of all ATP priorities. (See slide deck for additional information).

April 27, 2023, ATP Updates
Over the next few weeks, UWL Employees should begin to see introduction emails to ATP as well as invitations to "Workday Walk-Throughs". These are new programs developed to give employees and key users of the Workday product, "previews" of what to expect in the live environment. While much still has to be designed and created; it is a way to allow for *everyone* to see the Workday environment and begin to develop questions and provide feedback.

Online Readiness and Workday Walkthroughs Watch Sessions
Monthly, the ATP Readiness Group will be presenting on key changes and giving an in depth deep dive and review to a key area of the Workday tool. Visit the Readiness Workshop Webpage, Previous Webinars, and Previews for more information.

Presenter
- John Acardo, Chief Human Resources Officer

BACKGROUND

Over the years, campuses across the UW System have relied on outdated, disconnected technology and supplemental systems to complete vital administrative processes and tasks. This has created security risks, limits our access to reliable data, increases staff burden, and hinders UW from fulfilling its mission.

The Administrative Transformation Program aims to reverse this trend.

ATP is dedicated to standardizing finance, human resources, and research administration business processes and implementing Workday and Huron Research Suite, integrated, cloud-based technology systems, at all UW System campuses. The result will be a more resilient administrative environment that advances the UW's mission of research, teaching, and outreach.

To make this possible, ATP is guided by those who know best: UW's dedicated faculty and staff. We work closely with subject matter experts from all UW System campuses every step of the way, from business process redesign through validation, implementation, and support.

Related Policies
- N/A

ATTACHMENTS & RESOURCES
- [Administrative Transformation Program Portfolio Presentation and Organization](#)
- [Administrative Transformation Program Website](#)
- [View the Readiness Workshop Webpage, Previous Webinars, and Previews](#) (Requires UWL Log In)
- [ATP Resource Center for Functional Leads](#) (Requires UWL Log In and security permission)

Human Resources Advisory Committee   **Item E**
Thursday, April 27, 2023

Human Resources General Updates

REQUESTED ACTION
Please communicate to your constituencies as appropriate.

SUMMARY

HR Staffing Updates
John will discuss several operational changes that are happening in Human Resources over the next few months.

Review News from UW System and UWL Human Resources

REMINDER: Annual Outside Reports of Activities
This annual requirement for employees to report outside activities for which they receive remuneration or have associations related to their areas of professional responsibility is pursuant to Chapter UWS 8 of the Wisconsin Administrative Code.

Employees required to complete the OAR are **scheduled to receive an email April 3, 2023, with instructions and resources for completing it**. Failure to complete and submit the OAR by April 30, 2023, will be considered non-compliant and may impact eligibility for pay plan and merit-based wage increases.

Employees required to complete the OAR, who have no outside activity to report, must still complete the OAR.

For OAR resources and guidance: OAR Web Page

WRS Annual Benefits Statement Now Available
Your WRS Statement of Benefits includes 2022 earnings and service, retirement benefit projections (if vested), separation benefit, death benefit, and employee and employer contributions.

Resources

- Introductory letter
- Explanation of Annual Statement of Benefits
- UW System WRS Statement of Benefits web page
- Webinar: Understanding Your Annual WRS Statement of Benefits (registration required)

Beneficiary Reminder

It is recommended that you review the beneficiaries listed on your WRS Statement of Benefits and if a beneficiary is not listed complete a Beneficiary Designation Form.

Death benefits are paid according to the most recent beneficiary designation form on file with the Department of Employee Trust Funds (ETF) prior to your death. Your beneficiary does not automatically change due to a life event, such as divorce or marriage.

To add, change, or remove beneficiaries, complete one of the following forms and mail the completed form to ETF at the address listed on the form.

- [Beneficiary Designation Form (ET-2320)](): Allows you to name primary and secondary beneficiaries.
- [Beneficiary Designation (alternate) Form (ET-2321)](): Allows you to name primary and secondary beneficiaries and/or successors to those beneficiaries.

If you do not have a beneficiary designation on file, death benefits will be paid according to the statutory standard sequence in effect on the date of death.

Questions

If you have questions about your statement after reviewing available resources, reach out to your [institution benefits contact]().

Presenter
- John Acardo, Chief Human Resources Officer

BACKGROUND
Monthly, the Chief Human Resources Officers for all UW System institutions meet to discuss important issues and changes occurring within the UW System. The key highlights and important employee impacts will be shared with the HRAC.

Related Policies
- N/A

ATTACHMENTS & RESOURCES
- [Please visit the UWL Human Resources News Page for up to date information on all information from UWS and UWL Human Resources.]()

Updates on Low-Cost/No Cost Solutions to Enhance Employee Engagement & Satisfaction

REQUESTED ACTION
For discussion during the February 23, 2023, HR Advisory Committee Meeting.

SUMMARY
Bridging the conversation from the December 5, and the December 19, 2022, HRAC meeting as well as the conversation from the Academic Staff Council meeting on December 12, 2022, Human Resources is proposing and asking for feedback and ideas from our governance colleagues on Low-Cost/No Cost solutions/ideas that can be assessed for deployment to help improve employee morale, engagement, and satisfaction.

Current Solutions List
- Faculty: Recognizing Excellence
- Eagle Teaching Excellence Award
- Faculty Research Award for Extraordinary Service
- Academic Staff Council Professional Development Grant
- Academic Staff Council Program Excellence Award
- Academic Staff Council Staff Excellence Award
- University Staff Professional Development Grant
- University Staff – Staff Excellence Award
- University Staff Service Anniversary Awards
- Other?

Employee Perks & Discounts
Proposal: UWL Human Resources, in collaboration with UWL Community Engagement propose to engage Viterbo University and Western Technical College to partner with the other two institutions of higher education in the area to then visit with local and community businesses to develop a local discount/perk program. UWL Human Resources also proposes to search for other free to access discount providers and publish them on a central website to be made available to UWL employees on the HR Website. For example, www.id.me.

January 26, 2023, Update: Human Resources has made outreach to Viterbo and Western Technical College Human Resource Departments to find time to meet and discuss further.

February 23, 2023, Update: Outreach made to establish a meeting date with Viterbo and Western Technical College.

March 23, 2023, Update: Working to coordinate schedules to discuss next steps and to begin program design.

April 27, 2023, Update: Working to coordinate schedules to discuss next steps and to begin program design.

Employee Volunteering & Service
Proposal: UWL Human Resources, in collaboration with UWL Community Engagement propose to develop a process through which employees can engage in community service or volunteer service throughout the community and to message opportunities to current UWL employees.

"Of the Months" and Other Service Recognition
Proposal: UWL Human Resources proposes to track, notify, and work with supervisors, Division heads, Vice Chancellors, and the Chancellor in recognizing, in person major service milestones of UWL employees. Open for discussion, what type of awards would be interested/encouraged by employees?

Proposal: Develop a 'spot' recognition program to identify when employees have achieved greatness in their work, professional career, or to be recognized by peers or members of the community for outstanding service.

January 26, 2023, Update: Human Resources has requested a quote for Service Anniversary Lapel Pins. Currently targeting March 2023 to begin the formal recognition by the Chancellor and Vice Chancellors to, in person, recognize the service awards.

In addition, Human Resources has begun meeting with Lisa Klein in the Community Engagement Office to find ways in which community volunteering can be incorporated and promoted to fulfil the need for more social responsibility from employees.

February 23, 2023, Update: Human Resources is working with Community Engagement and University Communications to begin to promote the April 2023 date for the "UWL Cares" day.

The service anniversary awards have been ordered and once received, Human Resources will begin the spot recognition for these milestones.

March 23, 2023, Update: April 22, 2023 is the UWL Neighbor's Day offering.

April 27, 2023, Update, continuing to work with the Office of Community Engagement to see if any additional opportunities could be scheduled for the fall.

Wellness & Well-Being Offerings
Proposal: UWL Human Resources has applied for a grant which they will use to provide employees several "Brunch" and learn opportunities; a campus-wide scavenger hunt to

encourage walking/physical activity; wellness bingo; and other wellness-related challenges that allow for the gifting of door prizes to employees.

January 26, 2023, Update: Jennifer Wiesjahn and Anna Mayer have implemented the 2023 Wellness program and employees can expect communications via email throughout the year. In addition, Mayo Clinic has partnered with UWL Human Resources to roll out their *Wellness Journey* program to campus.

February 23, 2023, Update: Human Resources is planning to communicate and deploy the Wellness program created by Jennifer Wiesjahn and Anna Mayer.

In addition, Human Resources has partnered with Diversity and Inclusion and will partner to develop a strategy to more heavily promote and centralize information of the various Employee Resource Groups (ERGs) on campus.

March 23, 2023, Update: Journey Wellness launched; communication plan and wellness offerings for remainder of 2023 in development.

April 27, 2023: The first of the wellness sessions associated with the HR Grant Award happened on April 17. Nearly 20 employees participated in *Art Therapy – Brunch 'N Learn.*

Presenter
- John Acardo, Chief Human Resources Officer
- Alyssa Balboa, Associate Director for Human Resources
- Kayle Schoville, Lead HRIS Analyst

BACKGROUND
The University of Wisconsin-La Crosse faculty and staff are recognized and rewarded for their contributions to the mission, vision, and values of The University of Wisconsin-La Crosse. Our faculty and staff fulfill a vital role in the teaching of the brightest students, attracting and retaining outstanding faculty and staff and leading the way in the UW System. UWL values the importance of recognizing the contributions and commitment of its community.

Related Policies
- Chapter 8 of the UWS Code
- UW System Administrative Policy 330 - Prizes, Awards, and Gifts

ATTACHMENTS & RESOURCES
- UWL Human Resources Recognition Toolkit Page
- UWL Human Resources Kudos Page

Employee Metrics & Reports

REQUESTED ACTION
No action requested. This is for informational purposes only.

SUMMARY
At each HR Advisory Committee meeting, Human Resources will display the previous month's Employment activity, recruitment activity, and quarterly will report on headcount/separations.

Employment Activity for March 2023

	Employee Classifications										
	AS	CL	CP	FA	LI	OT2	SA2	SA3	SA5	SH	Grand Total
Data Change	9			1				1		55	66
BN Eligibility Update	3										3
Change Expected Job End Date										4	4
Change Prob End Date-Extension										1	1
Change to Working Title										17	17
FICA Status Update	1									29	30
Foreign Natl-Income Code/FICA				1				1		4	6
ICI Annual Change No Deferred	1										1
Job Data Update Misc	1										1
WRS Lookback	3										3
Data Corrections										6	6
Correction-Job Code										1	1
Student Help Rate Change										5	5
Hires, Rehires, Xfrs	18		4	12	1			2		20	57
Lateral		1									1
Original/New Hire	18		3	12				2		17	52
Promotion					1						1
Terminated In Error										3	3
Paid Leave of Absence	3		1	2		1					7
Administrative	1										1
FMLA-Continuous	1			1							2
FMLA-Intermittent	1		1	1		1					4
Pay Rate Change	2									58	60
Change in Resp/Title	1										1
Promotion	1										1
Student Help Rate Change										58	58
Position Change	34		4	24		3				11	76
Change FTE - Temp - Voluntary	2										2
Change FTE - Temp-Vol >= 3 Mo				1							1
Change Location	2			1							3
Change Pay Basis										1	1
Change Reports To	1			1						10	12
Position Data Update Misc	29		4	21		3					57
Return from Leave	4	1									5
Return From Leave	4	1									5
Termination	26	4	5	9	1		1	1	1	27	75
Cancelled	4										4
End of Demand - SH/TE Only										7	7
Fixed-Terminal	17	4		9	1		1	1		12	45
Resignation	5		4						1	1	11
Retirement		1									1
SC Use Only-Payroll Inactivity										7	7
Grand Total	96	4	15	48	2	4	1	4	1	177	352

Recruitment Activity for March 2023 | 261 Applicants

## General Applicant and Recruitment Information
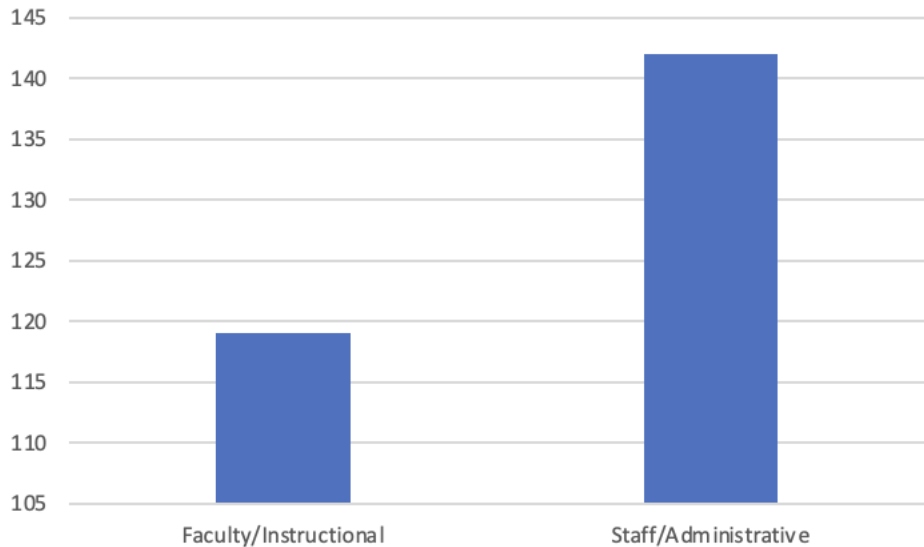
Information on **Posting to Filled**
Average Days for Time to Fill for Staff/Administrative in March 2023: **85 Days**
Average Days for Time to Fill for Faculty/Administrative in March 2023: **92 Days**
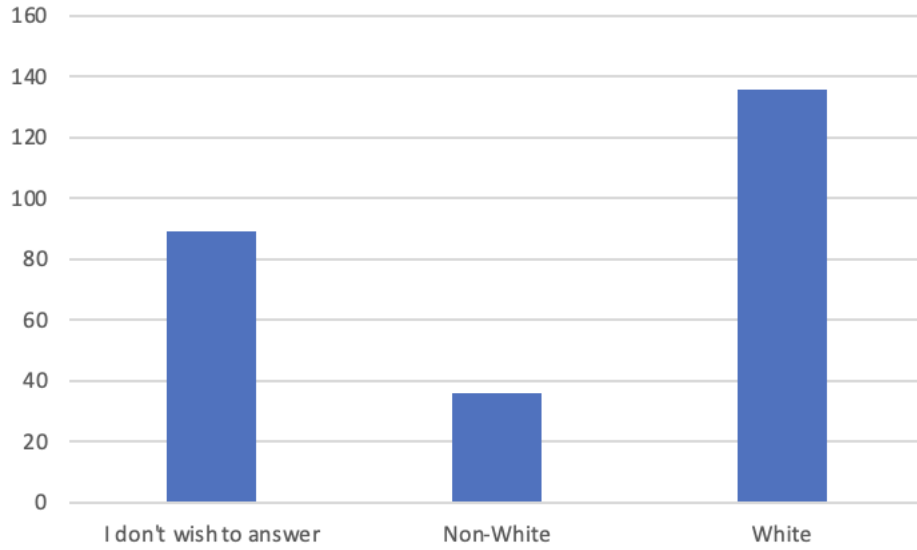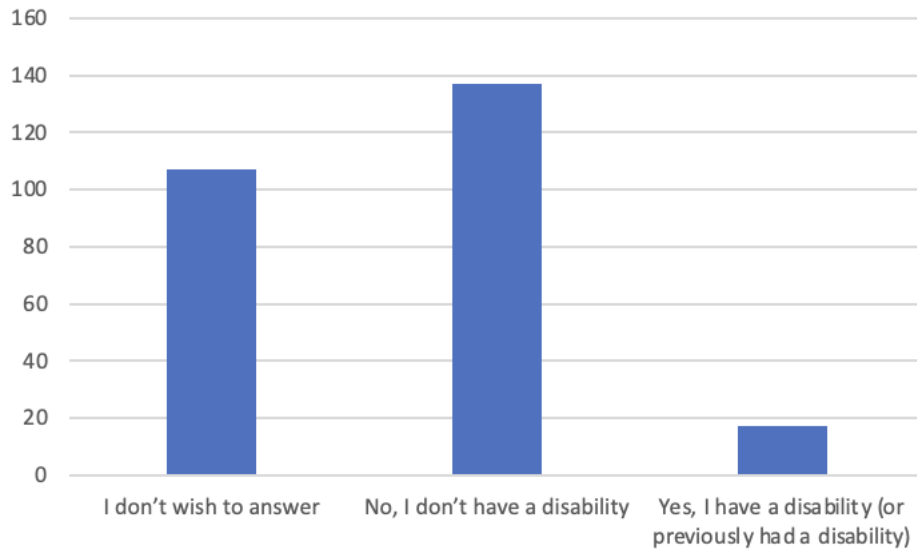
Information on **Created to Filled**
Average Days for Time to Fill for Staff/Administrative in March 2023: **98 Days**
Average Days for Time to Fill for Faculty/Administrative in March 2023: **104 Days**
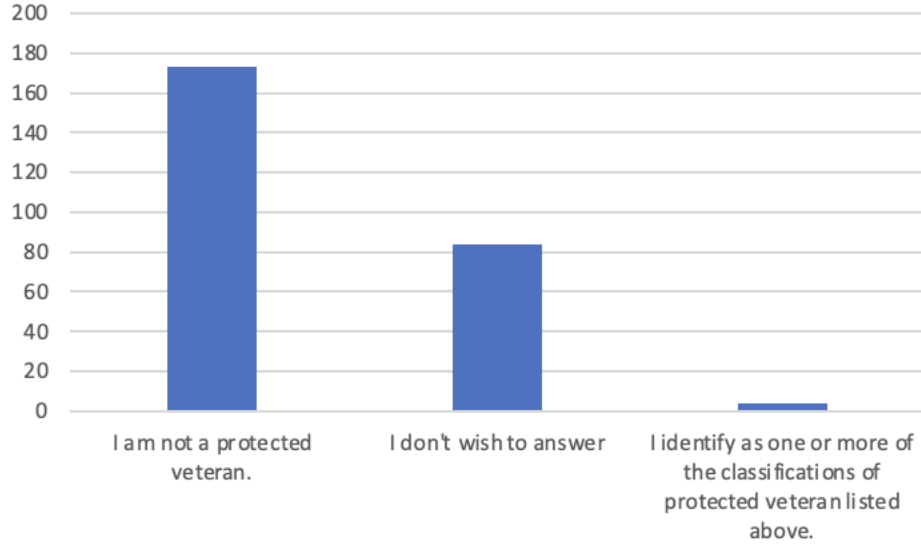
Recruitment Demographics Gender:
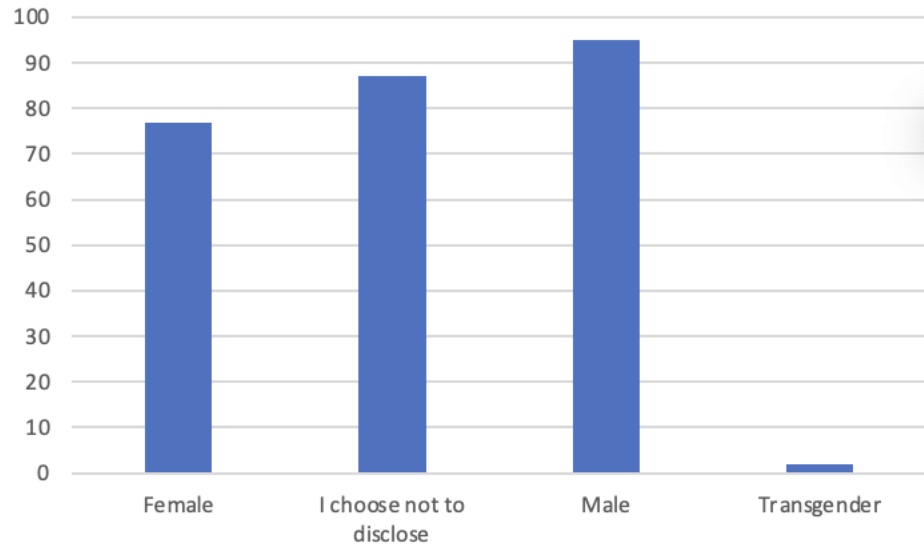
Recruitment Demographics Ethnicity:

Recruitment Demographics Disability:

Recruitment Demographics Veteran Status:

Presenter
- John Acardo, Chief Human Resources Officer

BACKGROUND
N/A

Related Policies
- N/A

ATTACHMENTS & RESOURCES
- UWL Human Resources Accountability Dashboard

UW System Administrative Policy Actions
for current and previous month

REQUESTED ACTION
Please review and communicate applicable changes to your governance group for comment to UW System Administration.

SUMMARD
The HRAC will review the current month's Policy Development Proposals and review the previous month's effective policies.

- [April 2023 Policy Distribution and Upcoming Policy Information](#)

Presenter
- John Acardo, Chief Human Resources Officer

BACKGROUND
UW System Administrative Policies and Procedures (SYS) are applicable systemwide and cover academic, financial, and general administration issues. The University Personnel System (UPS) Operational Policies, integrated as the SYS 1200 series, provide the framework for UW universities, other than UW-Madison, to extend the UW Board of Regents' authority to the university workforce. The SYS policies and procedures provide specific direction to UW System universities and are central to the governance of the UW System.

Monthly, UW System Administration issues recommend changes to or introduction of UW System Administrative Policies. Over a 30-day period, the process allows for comments on the proposals before they become 'effective'.

Related Policies
- [UW System Administrative Policy Process and Development](#)

ATTACHMENTS & RESOURCES
- N/A