

HUMAN RESOURCES ADVISORY COMMITTEE

Meeting Materials

Thursday, May 25, 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 April 27, 2023
 - a. [Recording available here](#)
- C. Human Resources Program Spotlight: The Student Employment Process
 - a. Presenter: **Kayle Schoville**, HRIS Lead | kschoville@uwlax.edu | 608.785.8013
- D. Administrative Transformation Program (Workday Transition) Updates
 - a. Role Assignments in Workday
 - b. Workday Walk Throughs
- E. Human Resources General Updates
 - a. BP Logix Employee Action Form Automation 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).

May 25, 2023, Updates

The Campus Readiness Team leads, comprised of David Kim, Chief Information Officer; Marne Walz, Chief Communications Officer; Mark Haakenson, Controller; and John Acardo, Chief Human Resources Officer have been visiting with governance groups on campus to introduce them to Workday and to share resources.

On May 4, 2023, there was an all-UW System meeting regarding ATP and provided more in-depth updates on the project to the Campus Readiness Team.

Role Assignments

An important element in Workday is the use of 'roles' within each person or position. This will become a critical point of consideration for UW stakeholders as HR and Finance will need to begin consulting with various constituencies to learn what roles or actions each wish/desire to have in Workday so that they can execute functions, run reports, or take action on workflow items.

Online Readiness 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 General Updates

REQUESTED ACTION

Please communicate to your constituencies as appropriate.

SUMMARY

BP Logix Employee Action Form Automation Updates

BP Logix has entered the final phases of testing and Business Managers have had an opportunity to review, test, and provide feedback. The next step is to incorporate much of that feedback into the form and then to launch the new automated form. UWL Human Resources will develop a timeline for communications and training.

Review News from UW System and UWL Human Resources

COVID-19 and the end of the Emergency

The federal COVID-19 Public Health Emergency ended May 11, 2023. This may affect your health insurance coverage through the State Group Health Insurance Program as follows.

- Your health insurance plan may no longer cover over the counter COVID-19 tests.
- Your health insurance plan may cover COVID-19 related medically necessary lab tests; cost sharing will apply.

Note: The COVID-19 vaccine will continue to be covered at 100% as a preventive service at in-network providers.

For more information, review [ETF's Health Benefits Updates web page](#).

Leave Report Submissions Due June 30

Faculty, Academic Staff and Limited Appointees (who have or had an active leave-eligible appointment) must submit monthly leave reports for each appointment, whether or not leave is used.

Employees are required to report leave on or before the day the leave is taken, or if no leave is taken, to enter a "No Leave Take" at the end of the month.

Missing leave reports must be submitted by **June 30, 2023** for fiscal year July 2022 through June 2023.

Failure to submit leave reports will result in a permanent reduction of sick leave hours. **Even one** unsubmitted leave report will reduce an employee's sick leave balance resulting in less sick leave available to use if needed.

Long term, a reduction of sick leave hours will result in fewer hours available for the [Sick Leave](#)

[Credit Conversion Program](#) which allows employees to pay for health insurance in retirement.

How do I Know if I have Missing Leave Reports?

Employees with missing leave reports receive email reminders every two weeks listing their missing reports. Employees may also check for missing leave reports at any time in the MyUW portal.

Resources

- To check for missing Leave Reports, review the Missing Leave Reports tipsheet on the [Time and Absence Help](#) page.
- The following sick leave policies are available for your reference:
 - [UW System Administrative Policy 1212 \(formerly BN 3\) Sick Leave](#) (section 6.III.1 and VII (1))
 - [UW-Madison Sick Leave Policy \(section VIII and XI\)](#)

If you have questions, contact your [Institution Leave Administrator](#).

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.

May 25, 2023, update: Continuing to work with WTC and engaging Viterbo to begin the discount program. Setting goal of the fall to have information available for employees on local discounts.

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.

May 25, 2023 update: Service Anniversary pins have been delivered and this program will begin on 7/1/2023. Other items will resume conversation with governance in 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.

May 25, 2023, Update: Jenn Wiesjahn is preparing summer activities and gearing up for a fall wellness challenge and scavenger hunt.

Presenter

- John Acardo, Chief Human Resources Officer
- 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

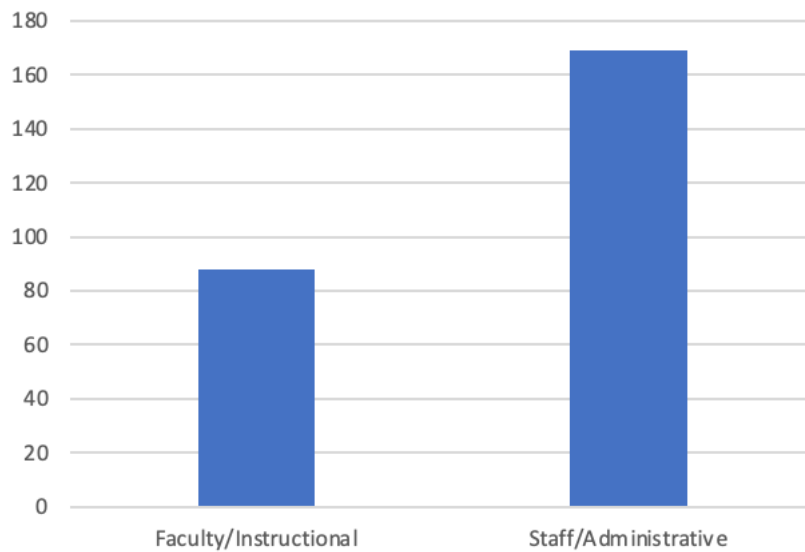
At each HR Advisory Committee meeting, Human Resources will display the previous month's Employment activity, recruitment activity, and quarterly will report on headcount/separations.

*Employment Activity for April 2023 - *No Lump Payments Included*

	Academic Staff	University Staff - Temp	University Staff - Ongoing	Faculty	Limited	Unpaid Positions	GA/TAs	Research Assistants	Student Help	Grand Total
Data Change	71	3	26	177	23	28	1	15	344	
BN Eligibility Update	2								2	
Change Expected Job End Date	1	2			1				4	
Change Prob End Date-Extension			2						2	
FICA Status Update	2							1	13	16
Foreign Natl-Income Code/FICA				2					1	3
ICI Deferred Standard	12	1	20	1						34
ICI Deferred Standard and Supp	4		2	16	2	4				28
ICI Deferred Supplemental	47		2	158	20	24				251
Job Data Update Misc									1	1
WRS Lookback	3									3
Hires, Rehires, Xfrs	5		5		3				22	35
Interim Appointment					2					2
Lateral			1							1
Original/New Hire	5		4						19	28
Promotion					1					1
Terminated In Error									3	3
Leave of Absence	2				1					3
Personal Reasons	1									1
Professional	1				1					2
Paid Leave of Absence	3		3							6
FMLA-Continuous	3		2							5
FMLA-Intermittent			1							1
Pay Rate Change	1	1	1	5					2	10
Progression Within Range			1							1
Ripple	1	1		5						7
Student Help Rate Change									2	2
Position Change	98		28	3	2		2			133
Change FTE - Perm - Voluntary	1									1
Change Reports To	4		28	2	1		2			37
Change to Working Title	92				1					93
Position Data Update Misc	1			1						2
Return from Leave	7		2	1		1				11
Return From Leave	7		2	1		1				11
Termination	5	2	6	1	2	1			20	37
Death			1							1
Duplicate									1	1
End of Demand - SH/TE Only									7	7
Fixed-Terminal		1							12	13
Prob/Eval Period Ended			1							1
Resignation	5	1	4		1					11
Retirement				1	1	1				3
Grand Total	192	6	71	187	31	30	2	1	59	579

Recruitment Activity for April 2023 | 257 Applicants

General Applicant and Recruitment Information



Information on Posting to Filled

Average Days for Time to Fill for Staff/Administrative in April 2023: **59 Days**

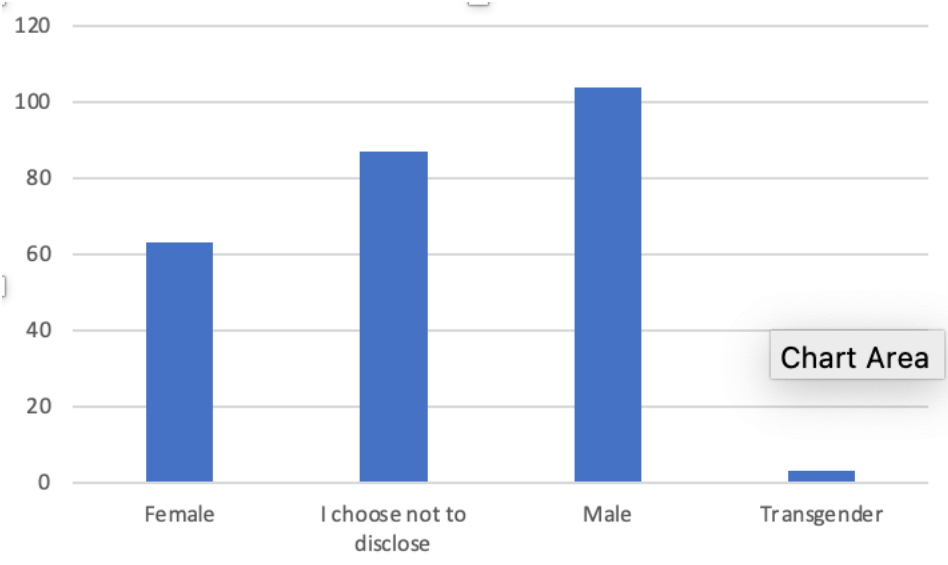
Average Days for Time to Fill for Faculty/Administrative in April 2023: **96 Days**

Information on Created to Filled

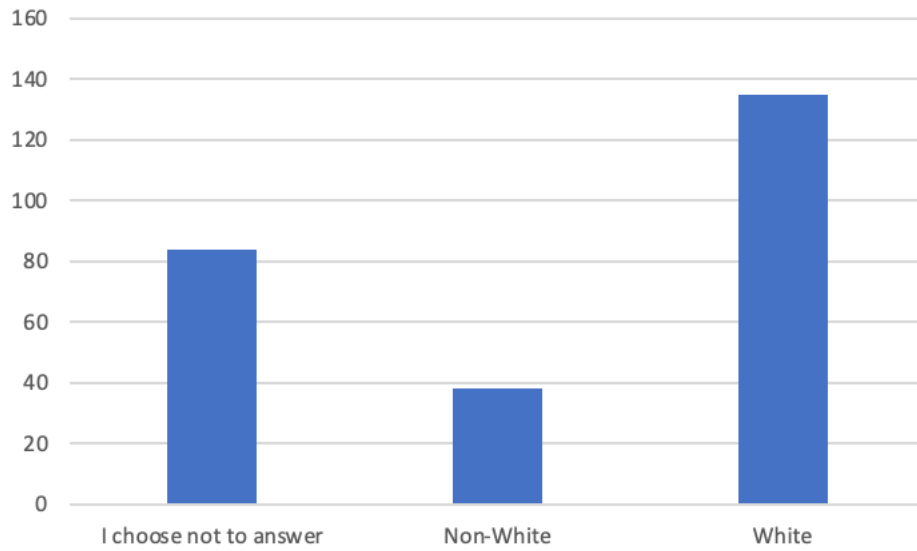
Average Days for Time to Fill for Staff/Administrative in April 2023: **74 Days**

Average Days for Time to Fill for Faculty/Administrative in April 2023: **123 Days**

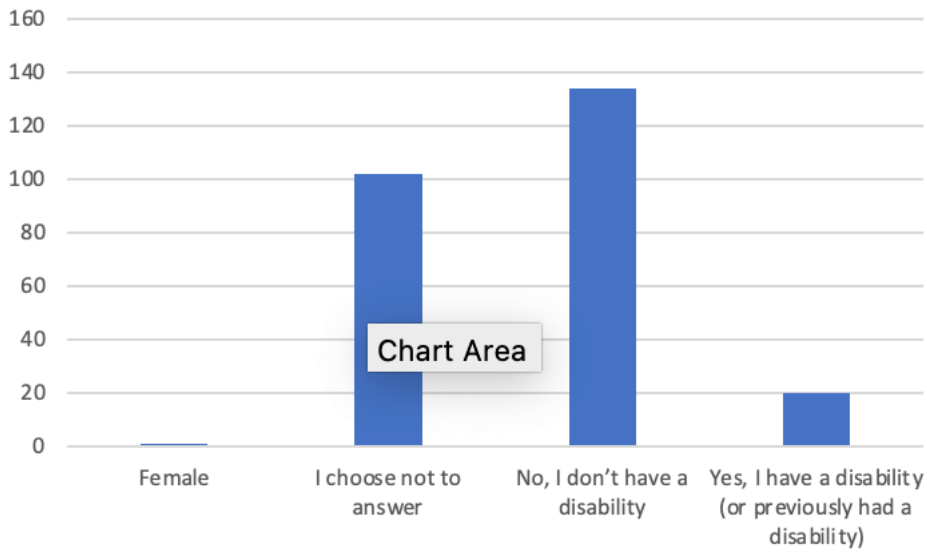
Recruitment Demographics Gender:



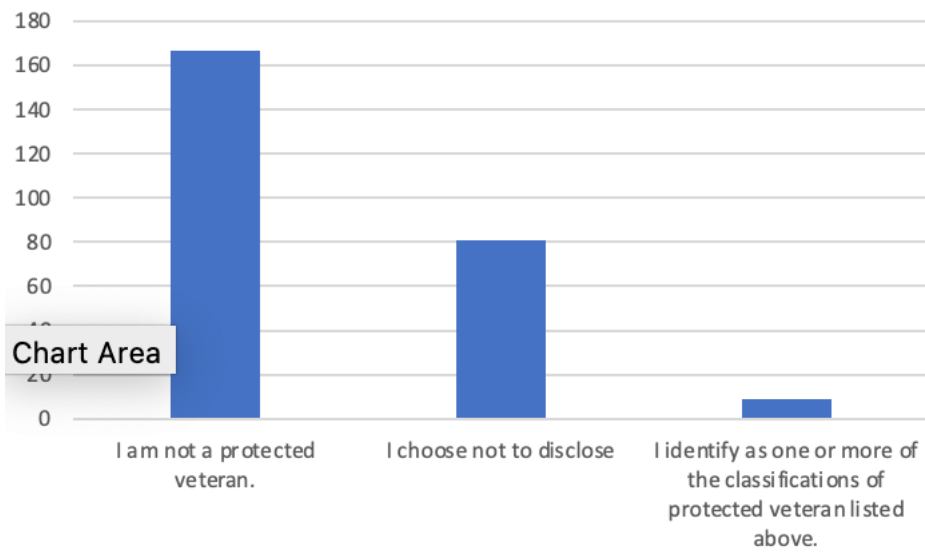
Recruitment Demographics Ethnicity:



Recruitment Disability Status



Recruitment Veteran Status



Exit and Separation Data

- <https://tableau.wisconsin.edu/#/site/LAC/views/HRACSeparationsReport/SeparationStatistics>

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.

SUMMARY

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

- [May 2023 Policy Distribution](#)

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