

[ACTION REQUIRED] Annual Reporting of Outside Activity

John Acardo <jacardo@uwlax.edu>

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To: John Acardo <jacardo@uwlax.edu>

Colleagues,

Annually, the Board of Regents requires that all University of Wisconsin System faculty, academic staff, and limited appointees with an appointment of 50% or greater, must report on outside activities and interests related to **each** of their areas of professional responsibility *and* for which they receive remuneration.

This reporting is transacted using the [Outside Activities Reporting Form](#), which is completed annually throughout the months of March and April and which must be returned to Human Resources **no later than April 30, 2020**.

Employees who are required to participate in the annual reporting of Outside Activities **and who do not complete the Outside Activity Reporting** requirements may be deemed **ineligible** for [Pay Plan](#) consideration.

You have been identified as an employee who meets the criteria for reporting Outside Activities. There are several items that **require your immediate attention**:

- Please review the guidelines and procedures listed on the [UWLHR Webpage \(link\)](#).
- [Print the Outside Activities Form \(link\)](#) and complete a form for each position you have at UWL.
- **Even if you have no Outside Activity to report**, you must complete the form for each position you have at UWL.
- Route the completed form to your dean/division officer for their signature.
- Your dean/division officer will complete the process and forward it to Human Resources.

Timeline and Escalation Procedures

- Human Resources will be tracking your completion of this process using an Excel document. Once a form is returned to Human Resources, it will be recorded as completed. The paper form will be retained in the HR office.
- Email receipts for all completed forms will be sent to employees on or about May 1, 2020.
- Email reminder notices will be sent to employees who have not completed this requirement on April 1, 2020, April 15, 2020, and on April 30, 2020. Employees who do not receive email reminders may assume that HR has received their completed form.
- An email will be sent to employees for whom HR does not have a completed form on May 1, 2020. Employees will have the opportunity to address potentially misplaced or processed, but not yet received forms. These employees may be eligible to resubmit the forms.

Additional resources and information are available online at the [UWLHR Webpage](#) or by contacting Human Resources at 608-785-8013.

JA

On March 18, 2020, Human Resources will be upgrading our main phone line (x8013) to better serve you. While we do not anticipate disruptions we wanted to let you know we are doing upgrades should any arise. You can always reach me at my extension, x8697 or through our main email box, hrinfo@uwlax.edu. Thank you for your consideration!



John Acardo

Chief Human Resources Officer | [UW-La Crosse](#)

jacardo@uwlax.edu | [608.785.8697](tel:608.785.8697) | 144 Graff Main Hall

[Provide feedback](#) | [Book a meeting with me](#)

PGPs: He/His/Him

