

Office of Human Resources

University of Wisconsin-La Crosse



New Employee Welcome Guide



We are glad you are here!

JOHN ACARDO,
CHIEF HUMAN RESOURCES OFFICER

It is my pleasure to welcome you to UW-La Crosse! We are glad you are here!

You are joining a nationally recognized university for our programs in allied health and the sciences. In addition, we have award-winning programs in the accredited College of Business Administration, College of Arts, Social Sciences, and Humanities, as well as well recognized programs in our School of Education.

I am excited that you are joining our team as one of the dedicated faculty or staff that make our student's dreams a reality. Our motto, *mens corpusque*, is an educational philosophy that recognizes the whole person and aspires to enhance both mind and body through the noble search for knowledge and truth.

Whether you are a new employee or returning, this guide will provide an overview of the many employee-related services and expectations for our dedicated team of life-long learners.

The Human Resources team stands ready to serve, so feel free to call if you have any questions about your onboarding.

John Acardo

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About the
university

About the university

Take a tour of UW-La Crosse!



Nestled around towering bluffs and meandering rivers, UW-La Crosse sits in one of the most inviting and beautiful areas in the State of Wisconsin. UW-La Crosse offers small class sizes, welcoming faculty – who engage with students in and outside of the classroom. UW-La Crosse is:

- Ranked the #1 institution out of the UW Comprehensives.
- Holds 71 national championships for our athletic programs.
- Provides a 98% job placement rate after graduation.

UW-La Crosse, as the name implies, is in La Crosse, WI. La Crosse is Recognized as one of the best places to live with its arts, restaurants and shopping, historic downtown La Crosse is just steps, or a free bus ride, from campus. With a population of 52,000, there is plenty to see beyond the city limits. Get out there and explore the surrounding bluffs. Camp, hike, kayak and bike. The views will remain etched in your memory for a lifetime. After all, hitting the books may be good for your brain, but nature feeds the soul.

Want more information on UW-La Crosse? Visit:

- [Fast facts](#)
- [Majors & minors](#)
- [Learn more about La Crosse, WI](#)



About your employment

About your employment

UW-La Crosse is part of the State of Wisconsin government. 18 members consist of our Board of Regents, who are appointed by the Governor and subject to confirmation by the Senate. This board is responsible for establishing the policies that govern operations and employment.

Your employment is conditioned on many layers of policies developed by this Board and by the local university. In addition to the policy information provided in your onboarding packet, this section will provide additional information about required ethical obligations and standards under which all UW System employees must abide.

Ethics

Pursuant to UW System Administrative Policy 1290, chancellors or their designees are to provide each newly hired employee with the code of ethics to which the employee is subject and thereafter, annually provide all employees with the appropriate code of ethics. This memo serves as the annual reminder of (1) the UW System policies and obligations for faculty, academic staff, and limited appointees with halftime appointments or more to report on outside activities, (2) the requirement to advise university staff of their obligation to avoid conflicts of interest, and (3) the obligation to inform all staff of Regent Policy Document 13-4 regarding institutional and employee relationships with educational loan lenders.

Outside Activity Reporting

Pursuant to Chapter UWS 8 of the Wisconsin Administrative Code, all UW System faculty, academic staff, and limited appointees with half-time appointments or more are required to report annually outside activities and interests related to their areas of professional responsibility and for which they receive remuneration by April 30 of each year. The President, Chancellor, or his/her designee may provide an exception to the deadline of completing this form in extenuating circumstances. Notwithstanding the exception, the employee must immediately submit this form upon his/her return to work. These reports are public records that can be viewed by any member of the public and therefore should be maintained in a central location at each institution. While this form gathers information for the prior year, it is important that staff understands that they are required to promptly update any changes in circumstances as they occur throughout the year. As a new employee you are required to complete one now, and at the time of the annual filing in April.

Institutional and Employee Relationships with Educational Lenders - All UW System Staff Pursuant to Regent Policy Document 13-4: University of Wisconsin System Policy on Institutional and Employee Relationships with Educational Loan Lenders, UW employees should be regularly informed of the provisions of the policy, as well as applicable state code of ethics and related state and federal laws and regulations. To satisfy this provision, please send all staff the link to RPD 13-4, a link to Chapter UWS 8 to faculty, academic staff, and limited appointees, and the link to Regent Policy Document 20-22: Code of Ethics to university staff.

For additional information, answers to common questions, or to learn more, visit the HR Outside Activity Reporting page: <https://www.uwlax.edu/human-resources/outside-activity-reporting/>

Policy information

HOME > ADMINISTRATION & FINANCE > HUMAN RESOURCES

Policies and procedures

Policy Updates



May Policy Action Summary

Please find attached the April Policy Action Summary. It details policy work completed between April 15, 2021 and May 14, 2021.



Academic & Student Affairs and Human Resources Policy Approvals

On May 3, 2021, President Thompson approved the following Academic & Student Affairs policy revisions, which are effective upon approval. On May 6, 2021, President Thompson also approved the following Human Resources policy revisions, which will be effective on July 18, 2021 (when the UW System moves to a biweekly pay schedule and removes the monthly pay schedule):

More news

The University of Wisconsin System and the University of Wisconsin-La Crosse are governed by policies created by the State of Wisconsin, the Board of Regents of the UW System, and Institutional Policies. Please use the links below to explore each area that has developed policies that affect our employees. For an overview of policies at UWL, visit the [Employee Handbook](#) page.

UW System Policies

As noted, policies are developed by the Board of Regents, UW System Administration, and the local institution. For this reason, employees are encouraged to visit the policy information page to stay up to date on recent policy changes, new policy documents, and to review employment-related policy information. Visit <https://www.uwlax.edu/human-resources/faculty-and-staff/policies-and-procedures/>



Stay up to date
with news and HR
information

HR News and Updates

UW-La Crosse and UW System Human Resources provide information to employees through several mediums, (e.g. phone, email, mail). As an employee, your email address is considered the primary and official channel for all communications regarding policies, employment, announcements, and more.

If you ever need to reference or find information, visit the Human Resources home page at <http://www.uwlax.edu/human-resources/> You can always find information by searching for it or visiting the "Current Employees" page or the "News & Updates" tile, located halfway down the main page.

UWL UNIVERSITY OF WISCONSIN
LA CROSSE

Future students Current students¹ Community Alumni & friends Faculty & staff

Admissions Academics Murphy Library Events Athletics, Rec Diversity Campus Life COVID-19

Email Canvas WINCS Live Search

HOME > ADMINISTRATION & FINANCE > HUMAN RESOURCES

Human Resources

Start here
Search by keywords to find what you need

Get help

- [Contact us](#)
- [Search the Knowledge Base](#)
- Phone: 608.785.8013
- hrinfo@uwlax.edu
- [A-Z Index](#)

Quicklinks

- [Careers at UWL](#)
- [Log into PeopleAdmin](#)
- [Log into HRS](#)
- [MyUW Portal](#)
- [Campus Kudos!](#)

Current topics

- [Employee COVID-19 info](#)
- [Single Payroll Project](#)
- [Performance management](#)
- [Accidents and Worker's Compensation](#)

FIND RESOURCES
How can we assist?

NEWS & UPDATES

RECRUITMENT

PAYROLL & DATA

BENEFITS

EMPLOYEE RELATIONS

Additional resources for

- [Current employees](#)
- [Chairs & supervisors](#)
- [Human Resources Staff](#)
- [Business Managers](#)

Support



Before your
first day

Online access

As a new employee, it takes several days, (and in some cases weeks - if you are being hired months in advance of your employment) for your new credentials to become activated. Much of what is covered in this section requires that these credentials are active in order for you to access the UW-La Crosse network and Information Technology infrastructure.

You will be notified by email to the email address provided at the time of hire, of your account credentials. Your supervisor or department chair will also be notified.

Once your email and employee identification number have been communicated to you, you will have access to:

- UW-La Crosse email
- Canvas (for faculty/instructional staff)
- Digital Measurers (for faculty)
- WINGS (student and course management system)

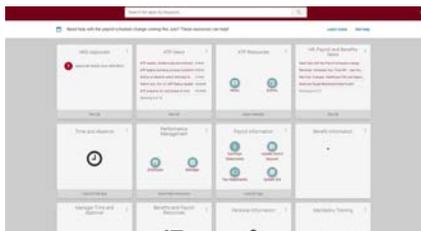
In addition to access, you can set up your:



UW-La Crosse Directory Profile

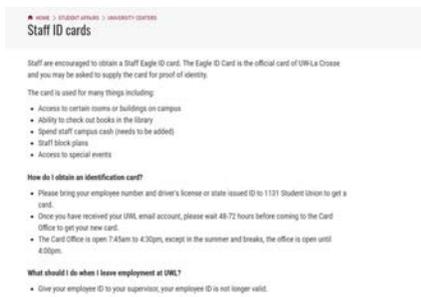
The profile editor is useful for the campus community and beyond to learn about you and your expertise. Visit: <https://share.uwlax.edu/profile>

Please note, your official University Photos is what is displayed in this profile. To obtain your official University photo, visit: <https://www.uwlax.edu/ucomm/our-services/photography/#tab-staff-and-faculty-portraits>



The MyUW Portal

The MyUW Portal is the central location to update your personal information, manage direct deposit information, access your pay and tax statements, request or report leave, enter time, update your benefit/dependent information, access required, mandatory training, and access your performance evaluations. Visit: <http://my.wisconsin.edu/>



Faculty/Staff ID card

Your Faculty/Staff ID Card provides documentation that you are an official UW-La Crosse employee. It also can be used to access certain parts of the campus as well as be used for meal plans, access to the REC (gym/fitness center), and more! Visit: <https://www.uwlax.edu/university-centers/staff-id-cards/>

I-9 verification

In order to comply with the provisions of the Immigration Reform and Control Act of 1986, you will need to complete a Form I-9 that includes a two-step verification process.

- Step 1: **On or before your first day** with UWL, you must complete Section 1 of an Electronic Form I-9.
- Step 2: On or before your first day with UWL you must bring an original document from either List A OR an original document from both List B AND List C.

View acceptable documents by clicking here.

Use the provided secure link below to access Form I-9 and follow the instructions to complete the verification process. Before submitting your information on this secure web page, please ensure that your computer and web browser are up to date and free of viruses or spyware.

Complete Form I-9



Benefits

*confirm your eligibility by emailing hinfo@uwlax.edu

Employee benefits



The University of Wisconsin (UW) System offers a comprehensive benefits package to meet the diverse needs of our community. The University contributes to the cost of several benefit plans. This is a valuable piece of the employees' total rewards package. Other plans offer favorable group rates and convenient payroll deductions to employees. Some health and life insurance premiums are taken from salary on a pre-tax basis, saving employees money.

As an employee at UW System, your benefits are an important part of your total rewards package. UW System offers a variety of benefit plans. Most benefits require enrollment within 30 days of the date of employment or a qualifying life event. You also can enroll in most benefits during the Annual Benefits Enrollment (ABE) period. Some plans offer enrollment year-round.

Please keep these in mind as you plan your benefit election choices:

- You have 30 days from your first date of employment to enroll.
- Within the first 15 days of your start, Human Resources will reach out to you about your enrollment, your specific benefit package, and to answer/address any questions you may have
- Even if you do not wish to enroll in health insurance, you MUST select the health insurance waiver to receive the opt-out payment
- Failure to enroll in benefits within 30-days will result in no benefits.

Learn

The first step in preparing to enroll in benefits. Log onto:
<https://www.wisconsin.edu/ohrwd/benefits/> to learn about your benefits.

You will receive a personal email and phone call from UW-La Crosse's benefits specialist closer to your enrollment deadline, but please contact them right away if you have questions. 608.785.8013 or hinfo@uwlax.edu.

Enroll within 30 days

Enrollment for some benefits must be done within 30 days of the date of employment, within 30 days of a qualifying life event, or during the Annual Benefits Enrollment (ABE) period.

- New Employees
- New employees can use Self Service to enroll in most benefits online. [View How to Use Self Service for step-by-step instructions.](#)

If you have worked for the UW System or for a State agency in the past, you may need to enroll using paper applications. If you're unsure, contact your human resources office to determine if you will be able to enroll via Self Service or if you will need to submit paper applications.

Important: Enrollments must be completed within 30 days of your benefits eligibility date.

Enroll at anytime

Eligible employees may enroll in the following plans at any time:

- Accidental Death & Dismemberment Insurance
- Parking and Transit Accounts
- UW Tax-Sheltered Annuity (TSA) 403(b) Program
- Wisconsin Deferred Compensation (WDC) 457 Program
- Long-Term Care Insurance

Eligible employees may apply to enroll in the following plans through Evidence of Insurability at any time:

- State Group Life Insurance
- Individual & Family Life Insurance
- UW Employees, Inc Life Insurance
- Income Continuation Insurance



Returning employees

Sick Leave Reinstatement

Accrued sick leave will be reinstated upon return to leave-eligible University employment under one of the following conditions:

If a faculty, academic staff, or limited appointee terminates University employment and returns to a sick leave-eligible faculty, academic staff or limited appointment at the University within three years (Wis. Admin. Code Chapter UWS 19), the employee's sick leave balance at the time of termination will be reinstated.

If the return is after 3 years and the sick leave is not reinstated, the employee will be granted an Initial Entitlement per Section 4.B.(2)(a) of this policy.

If a faculty, academic staff, or limited appointee terminates University employment and returns to a sick leave-eligible university staff appointment at the University within five years, the employee's sick leave balance at the time of termination will be reinstated.

If a university staff employee terminates University employment and returns to any sick leave-eligible appointment at the University within five years, the employee's sick leave balance at the time of termination will be reinstated.

If an employee of a State of Wisconsin agency terminates employment and starts a sick-leave eligible appointment at the University within five years, the employee's sick leave balance at the time of termination will be reinstated.

Rehired annuitants per section 4. A. (5) of this policy, who did not elect active WRS coverage during active employment, are not eligible for sick leave reinstatement for future employment at the University.

To learn more about Sick Leave Reinstatement, visit the [policy page](#).

ETF - Buying back creditable service

If you are eligible, you have the option of buying a creditable service that can increase your retirement benefits. Purchased service does not count toward the service requirements for other Wisconsin Retirement System benefits, such as vesting, or the amount of service you may be eligible to buy.

You may be eligible to buy:

- Forfeited Service if you left WRS employment, took a separation benefit, and returned to WRS employment.
- Qualifying Service if you were not a teacher when you began your WRS service before January 1, 1973.
- Other Governmental Service if you have worked for a non-WRS public employer at the federal, state, or local level.

To buy a creditable service:

- You must be actively employed in a position covered under the WRS.
- You must meet eligibility requirements for the service you are eligible to purchase.
- Contact Us for an estimate of how much it will cost you to buy a creditable service. We must receive your application and payment before your WRS termination date.

You may buy service twice during a calendar year. [Learn More](#)





On your
first day

On your first day or the first date of your new contract with UW-La Crosse, there are several items that require your attention in the MyUW Portal.

You will need to address each of these items in the MyUW Portal on or shortly after your start date.

Tax withholdings

On your first official day of employment, the MyUW Portal will update and provide you access to manage your Tax Withholding information. Use this task to review and update your tax withholding information on your first day of employment.

[Click here](#) for instructions on how to update your tax withholding information.

Direct deposit

On your first official day of employment, the MyUW Portal will update and provide you access to manage your payroll direct deposit information. Use this task to review and update your direct deposit information on your first day of employment.

Per the UWL payroll policy, direct deposit is required for faculty, academic staff, and university staff employees. Student help employees are encouraged to participate in direct deposit to receive their pay checks as quickly as possible.

If you do not have a direct deposit or if your direct deposit information is incorrect, you will be enrolled in the US Bank Focus pay card. The payment card will be mailed to your home address when you are enrolled and pay is deposited on payday. More information about US Bank Focus pay cards can be found on the US Bank FAQ.

Earnings statements showing the amount of the deposit are available several days prior to pay day on the My UW System portal.

For instructions on how to set up your direct deposit, [click here](#).

Mandatory training

As employees of the State of Wisconsin and UWL, we all have an obligation to act in accordance with legal standards and ethical principles. In order to ensure that you are best prepared to fulfill these obligations for the benefit of yourself, your colleagues, and students, UWL has partnered with UW Shared Services to administer our required compliance training program.

New employees receive training within the first 30 days of employment.

For continuing Faculty and Staff, the course assignment is based upon the last completion date and on the frequency schedule, listed below.

Email messages are sent to employees from serviceoperations@uwss.wisconsin.edu or mandatorytraining@uwss.wisconsin.edu. To access the training, you will be asked to log into Canvas and use your UWL NetID and UWL password. If you are assigned a course, you will receive email notices until all training is complete. It is recommended that you complete the training in Firefox or Google Chrome.

Reports will be generated monthly and may be shared with supervisors.

Please acknowledge that you understand that you are required to complete the mandatory employee training for:

- Mandated Reporter and Executive Order #54
- Anti-sexual harassment and misconduct
- Information Security

For additional information about the Mandatory Compliance Training program, visit:

- [UWL Compliance Training Information](#)
- [Information and help on accessing the mandatory training](#)

Parking on campus

Parking permits are required for all visitors, students, faculty, and staff who visit campus. Parking Services is self-funded through permit sales and citations.

Distribution of spaces is handled with parking permits and pay stations. The significant parking demands on campus mean that purchase of a permit does not always guarantee a space. Parking Services makes every effort to provide a variety of parking options to everyone.

- Visit Parking Services to Learn More
- Purchase a Parking Permit for Faculty/Staff (requires UWL Log-in)





Time Keeping &
Information for
Crafts Workers

Time keeping

For hourly employees, here is information and training videos on how to enter your time, check the approval status, and more.

- Accessing your timesheets
- Training video on entering time
- Payroll Calendars

Employees that are paid on salary and do not need to report hours are still subject to reporting leave taken or not taken. If a salaried employee takes leave or needs to report that no leave was taken during a pay period, follow these instructions:

https://uwservice.wisconsin.edu/docs/publications/monthly_leave_reports_and_no_leave_taken.pdf

Crafts Workers

Crafts workers in the UW System are employees who are skilled journeyman crafts workers in the following building trade titles: Heat and Frost Insulator, Bricklayer and Mason, Carpenter, Electrician, Elevator Constructor, Glazier, Craftsworker – Lead, Painter, Plasterer, Plumber, Sheet Metal Worker, Steamfitter, Terrazzo and Tile Setter, Welder.

When administered in accordance with Wis. Stat. Chapter 230, compensation structures and benefits administration for crafts workers were covered under the State of Wisconsin Compensation Plan or under an applicable collective bargaining agreement. Effective July 1, 2015, compensation and benefits for UW System crafts workers will be administered according to this operational policy.

Additional Resources:

- Appendix 6: Compensation Category G Crafts Workers Rates
- Current Collective Bargaining Agreement
- Vacation Option Election – Wisconsin Building Trades
- UW System Administrative Policy on Crafts Workers

The Building Trades Contract allows Crafts workers to elect an additional 40 or 80 hours of vacation. If the additional vacation hours are elected they are issued at a lower adjusted prevailing state rate. The additional 40 or 80 hours are prorated based on the Full-Time Equivalent.

If an employee elects the additional 40 or 80 hours annual leave, this will result in a reduced prevailing rate. This will affect an employee's Income Continuation insurance, the amount of State Group Life Insurance, as well as the final average earnings for computing a retirement benefit, as well as and the value of a sick leave account upon retirement.

Employees who wish to elect this option for the upcoming calendar year must submit their request in writing prior to January 1. Employees who do not elect an option will retain their current vacation option.

If you have any questions regarding purchasing additional vacation, please contact your divisional payroll office.

- Additional information and form.





Other Information

Onboarding resources

Onboarding takes more than just 28 pages to tell you about campus. Please continue your onboarding by logging onto our website at: <https://www.uwlax.edu/human-resources/services/onboarding-center/onboarding/>

As you continue to learn more about UW-La Crosse, your Human Resource Partner will be your point of contact for everything HR.

We're glad you're here!

Your HR Contacts

Non-Academic Departments



Carri O'Melia  Profile
Human Resources Partner, Snr
144 Graff Main Hall
comelia@uwlax.edu
[608.785.6495](tel:608.785.6495)

Specialty areas:
HR in Administration & Finance, Diversity & Inclusion, Student Affairs, and University Advancement.

Academic Departments



Shannon Miller  Profile
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Specialty areas:
HR Partner for Academic Affairs. Human Resources, Ethical Leadership, Paralegal Studies, and Management Studies.



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