The Staff Digest is the official means of campus communication. The HR Buzz is published once per month in the Staff Digest. Please be sure to watch the Staff Digest and HR Buzz for important information regarding Human Resources, Payroll and Benefits.

**Quote from Peggy:**

“*It takes team work to make the dream work!*” -Mastin Kipp

In the January issue:

- **Staff Hires/Changes**
- **Recruitments**
- **Address Update**
- **NEW CBC Process**
- **Academic Staff Evaluations**
- **Income Continuation Insurance Annual Update**
- **No TSA Participant Fee**
- **Social Security Wage Base Increase**
- **W-2s**

**Classified Staff Hires/Changes:**

**New Hires:**
- Kylie Cochran - Academic Department Associate (LTE), Music Department, effective 1/22/14
- Michael Defoe - Custodian (LTE), Facilities Management, effective 1/10/14

**Transfers:**
- Dana Luzaich, University Services Program Associate, Center for Continuing Education, Effective: 01/27/2014

**Promotion:**
- Jim Rink, IS Supervisor 2, Technology Services, effective, 1/27/14

**Separations:**
- Mark Thorsvik, Internal Auditor, effective February 7, 2014

**Unclassified Staff Hires/Changes:**

**New Hires:**
- Julia (Julie) O’Leary- URSCA Program Administrator, Center for University Research, Scholarship, and Creative Activity, effective 1/06/14, SWEN 3064, x8029
- Delwin Wright- Associate Media Specialist, Distance Learning Center, effective
Recruitments in Progress:
View details, position descriptions, and contact information on the HR website

Administrative Staff: none.

Classified Staff: Carpenter, Facilities Management
Financial Specialist 3 (Project), Lake Superior Natural Estuarine Research Reserve, (80-100%)

Academic Staff: Associate Administrative Specialist, Office of Grants and Research
Associate Institutional Planner, Office of Institutional Effectiveness
Associate Student Services Specialist, Office of the Registrar

Faculty: Assistant Professor, Communication Studies (Department of Communicating Arts)
Assistant Professor, Media Studies (Department of Communicating Arts)
Assistant Professor, Psychology (Department of Human Behavior, Justice & Diversity)
Assistant Professor, Sociology (Department of Social Inquiry)

Instructional Staff: Academic Staff Lecturer, Social Work (Human Behavior, Justice, and Diversity)

Transfer: Accountant, Business Services (80%)

Limited Term Employment (LTE): none.

ACTION NEEDED: Address Update
To ensure that mailed communication is sent to the correct address, please take the time to confirm your home address by viewing your Personal Information in your MY UW PORTAL (www.my.wisconsin.edu). Ability to update your home address is available by clicking on the “Update my Personal Information” link. If you need to update your office address, please contact Erika Bjerkevedt at bjerket@uwsuper.edu, or Laura Dahl at ldahl9@uwsuper.edu

New Criminal Background Check Process
UW-Superior will be utilizing a new service provider in conducting required Criminal Background Checks (CBCs). The new provider is General Information Services, Inc. (GIS) of Chapin, South Carolina and is the result of a new contract implemented through UW System Administration. This change will result in both cost and service efficiencies.

In the interest of efficiency, there will be minor changes in the way CBCs are processed. Similar to our on-line application process, now CBCs will also be completed online through the new provider. The previous procedure required that an applicant complete a CBC authorization form and submit the form to the Human Resources Department for processing, often times involving the hiring department. Effective immediately, there is no further need for applicants or volunteers to provide a completed authorization form to the Human Resources Department. The usual appointment
processing will alert the Human Resources Department to work directly with the applicant or volunteer with the on-line CBC procedures. CBC authorizations will be handled on-line and it is anticipated a continuation of a two (2) to three (3) day turn-around for results. Hiring authorities will be notified in the same usual email manner once results are obtained.

If you have any questions, please feel free to contact:

Chelsie Andera - Student Employment  
Erika Bjerketvedt - Faculty and Academic Staff  
Laura Dahl - Classified staff

**Academic Staff evaluations have begun!**
Evaluations are due to the Human Resources office according to years of service:
- 3 to 5 years of service: November 11, 2013  
- 1 to 2 years of service: February 3, 2014  
- 6+ years of service, and 2 & 3 year rolling appointments: February 10, 2014

*Note: Academic Staff promotion materials are due to Human Resources by February 7, 2014.*

Please add these important dates to your calendar and watch your e-mail for reminders from Erika Bjerketvedt of when evaluations and promotion materials are due!

**Income Continuation Insurance Annual Update**

Each year there is review of all employees’ earnings to determine your Income Continuation Insurance (ICI) premium for the new calendar year.

For classified employees (paid bi-weekly), the ICI premium is based on your previous year’s earnings reported to the Wisconsin Retirement System (WRS) and sick leave balance/usage as of 12/28/2013. For unclassified employees (paid monthly), the ICI premium is based on previous year’s WRS-reported earnings and the selected elimination period.

Annual premium adjustments based on previous year’s earnings become effective February 1. Additionally, Income Continuation Insurance premium rates for 2014 will increase effective February 1, 2014. The premium rates charts can be found at the following website: [http://etf.wi.gov/publications/ici-state-premium2014.pdf](http://etf.wi.gov/publications/ici-state-premium2014.pdf)

**No Tax Sheltered Annuity (TSA) Participant Fee in 2014!**

There is no annual Tax Sheltered Annuity (TSA) fee for 2014. All UW TSA participants may save for their retirement without paying any UW administrative fees in 2014. In 2013 the TSA annual fee was $12.

The UW TSA 403(b) Program is a low-cost program with many investment options. With as little as $20/month for monthly employees or $8/pay period for biweekly employees, you can start a TSA deduction. All funds are no-load: there are no sales commissions or broker fees. In 2014, employees under 50 may contribute a maximum of $17,500 to the TSA Program. Employees age 50 and over can contribute an additional $5,500 for a total of $23,000. These same limits apply to the Wisconsin Deferred Compensation (WDC) program. Employees can contribute the maximum to both programs for a total of $35,000 (under age 50) or $46,000 (age 50 or older). More information on 2014 TSA and WDC limits can be found at: [https://uwservice.wisc.edu/news/newsarchive-2013.php#tsa-wdc-20131120](https://uwservice.wisc.edu/news/newsarchive-2013.php#tsa-wdc-20131120)

**Social Security Wage Base Increase for 2014**
The Social Security wage base, the amount of an employee’s salary (after applicable pre-tax deductions) that can be taxed for Social Security purposes, has risen from $113,700 in 2013 to $117,000 in 2014. This means that the first $117,000 of an employee's taxable wages is subject to Social Security deductions.

An employee's entire taxable salary is subject to Medicare deductions.

The employer and employee tax rates will remain the same in 2014.

- **Social Security**: You and the UW each pay 6.2% on taxable compensation up to $117,000.
- **Medicare**: You pay 1.45% on taxable compensation up to $200,000 and 2.35% on taxable compensation beyond $200,000. The UW pays 1.45% on all taxable compensation.

**W-2’s**

W-2 Now Available Online; To Be Mailed by January 31:

For tax filing, employees should use their W-2 form now available under the Tax Statements tab in the Payroll Information module. W-2 paper copies will be postmarked by January 31st and mailed to home addresses. Employees should not use their final 2013 Earnings Statement to file their taxes. Some employees have had adjustments made to their 2013 taxable earnings since the last 2013 payroll was paid. These employees will have an additional earnings statement generated reflecting the adjustments.