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.

In the October issue:

- **Staff Hires/Changes**
- **Recruitments**
- **Missing Leave Reports**
- **Annual Benefit Enrollment Period Ending**
- **Self-Identification and Updating Personal Information**

**Classified Staff Hires/Changes:**

New Hires: Jerry Holt (LTE)- Facilities Repair Worker, Facilities Management, effective 10/06/14

Meghan Jones (LTE)- Clerical Helper, Music Department, effective 10/20/14

Olivia Neuman (LTE)- Financial Specialist 3, LTE, Business Office, effective 10/20/14

Peggy Welter- USPA-Project, URSCA, effective 10/29/14

Separations: Mike Kapalin- Custodial Services Supervisor, Facilities Management, effective 10/17/14

Dean Janowicz- Custodian, Facilities Management, effective 10/17/14

Transfers: none

**Unclassified Staff Hires/Changes:**

New Hires: none

Separations:

Transfers: none

**Recruitments in Progress:**

View details, position descriptions, and contact information on the HR website

Administrative Staff: none

Classified Staff: Dean Assistant, Dean of Faculties

Academic Staff: Assistant Director, Educational Support Services/Program Director Student Support
Services (TRiO) REVISED
Associate Advisor (Educational Leadership) EXTENDED
Associate Marketing Specialist (Office of University Relations)
Director of Human Resources and Affirmative Action
Environmental Health and Safety Manager/Administrative Program Manager III

Faculty:
Assistant Professor, Art Therapy (Department of Visual Arts)
Assistant Professor, Counseling (Department of Educational Leadership)
Assistant Professor, Criminal Justice (Department of Human Behavior, Justice & Diversity)
Assistant Professor, Media Studies (Department of Communicating Arts)
Assistant Professor, Psychology (Department of Human Behavior, Justice and Diversity)
Assistant Professor, Science Education (Department of Educational Leadership)
Assistant Professor, Teacher Education (Department of Educational Leadership)

Instructional Staff:
Reading Language Arts (Department of Educational Leadership)

Transfer:
Limited Term Employment

(LTE): none

**Missing Unclassified Leave Reports**

In accordance with system leave policy, unclassified employees’ sick leave may have been reduced as a result of missing leave reports for the Fiscal Year 2013-2014, dated 7-1-2013 to 6-30-2014. You can visit your ‘My UW System Portal’ or visit, https://my.wisconsin.edu/ to find outstanding leave reports; they are located under the Time and Absence section. **Please do so, complete, and submit your reports no later than November 5, 2014.**

**The Annual Benefit Enrollment Period Ends on October 31, 2014**

Now is the time to make changes to your benefits for 2015! All benefit elections must be submitted to your benefits office no later than 4:30 p.m. on Friday, October 31, 2014.

**Benefit Changes Allowed during Annual Benefit Enrollment Period:**

Review a table that shows changes to your benefits that you can make during this period.

**Enrollment in Flexible Spending Accounts and/or Health Savings Account:**

You must enroll for your Flexible Spending Accounts (FSA) for healthcare or dependent care or the Health Savings Account (HSA) directly through the new program administrator, TASC. If you enroll for an HDHP for 2015, you must also enroll in the HSA. If you enroll for an HDHP for 2015 and also enroll for the healthcare FSA, you must elect the Limited Purpose FSA, shown on the TASC enrollment website as “LPFSA”.

**Detailed Enrollment and Benefit Information** is located on the ABE website.
Remember, this period is typically the only time during the year when you are eligible to make benefit plan changes unless you have a life event (marriage, birth, divorce...) that allows you to add or change benefits.

**Updating Personal Information Using the Employee Portal**

You now have the opportunity to self-identify veteran and disability status. Please note that while you are being given an opportunity to provide this information, your participation is completely optional. When you self-identify your veteran, disability status or ethnicity, your information will be used only for federal reporting purposes. It will not be shared in any other way.

**How do I Self-Identify?**

New links are available in the My UW System/My UW portal for you to easily self-identify within the following designations:

1) Veteran status  
2) Disability status  
3) Ethnicity

The new links are under the 'Work Record' tab in the 'Personal Information' module of the My UW System/My UW portal.

![Personal Information](image)

While visiting the portal, you may make any necessary updates to other personal information, such as: home address and telephone number.