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:

“Finish each day and be done with it… You have done what you could. Some blunders and absurdities no doubt crept in, forget them as soon as you can. Tomorrow is a new day. You shall begin it well and serenely.”

-Ralph Waldo Emerson

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**Classified Staff Hires/Changes:**

New Hires: Nathan Dahlberg, LTE Research Tech 4, LSRI, effective: 5/1/14

Kenn Raihala, LTE Engineering Specialist, Facilities Management, effective 3/25/14

Michael Rotter, LTE Research Tech 4, LSRI, effective 5/1/14

Separations: none.

**Unclassified Staff Hires/Changes:**

New Hires: Janie Campbell- Student Services Specialist, Registrar's Office, effective 3/17/14, OM 139, x8259
Separations:
- Jan Hanson, Vice Chancellor for Administration and Finance, effective 3/28/14
- William Morgan, Retirement - Professor, Visual Arts, effective 3/3/14

Recruitments in Progress:
View details, position descriptions, and contact information on the HR website

Administrative Staff: Registrar (M) (Office of Enrollment Management)

Classified Staff: none.

Academic Staff:
- Associate Advisor (Department of Educational Leadership)
- Associate Advisor (Distance Learning Center)
- Associate Advisor (Office of Admissions)
- Associate Institutional Planner, (Office of Institutional Effectiveness)
- Associate Marketing Specialist (Office of Admissions)

Faculty:
- Assistant Professor, Communication Studies (Department of Communicating Arts)
- Assistant Professor, Director of Choral Activities (Department of Music)
- Assistant Professor, Math Education (Department of Educational Leadership)
- Assistant Professor, Media Studies (Department of Communicating Arts)
- Assistant Professor, Social Studies Education (Department of Educational Leadership)
- Assistant Professor, Sociology (Department of Social Inquiry)

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

Transfer: Academic Department Associate, Music Department, (100%)

Limited Term Employment (LTE): none.

Summer 2014 Contracts Due May 14th

Spring is finally here and soon summer will be, too! Summer contracts are due to the Human Resources Office by May 14, 2014. Please have all required signatures prior to submission to Human Resources. Please contact Erika Bjerketvedt at x8133 if you have any questions.

REMINDER: Deduction Prepay for Summer

Faculty and Academic Staff with 9-month appointments have multiple deductions (formerly "May Multiples") taken for insurances to ensure continuous coverage during the summer months. Deductions are taken over a period of three (3) paychecks starting with your April 1, 2013 paycheck. A second and third deduction will be taken from your May 1st and May 31st paychecks.

Deductions for Employee Reimbursement Accounts, Tax shelter Annuities, and Wisconsin Deferred Compensation are not taken in multiples.

Please review your paycheck information each month from your portal. This will confirm the correct additional employee share deductions have been taken. If you have questions or concerns please
Supervisory Leadership Program Capstone

The Capstone for the Supervisory Leadership Program: Leadership Skills for Managers and Supervisors on Tuesday, April 1, 2014 from 9:00 am – 4:00 pm in the Yellowjacket Union Room 203.

LEADERSHIP SKILLS FOR MANAGERS AND SUPERVISORS

This seminar will focus on the identification and application of key leadership characteristics, responsibilities and skills. The role of leaders in the empowerment and development of people will be emphasized with a focus on communication skills applied to difficult conversations. Instructor: Karen Alseth

Objectives:

1. Define management and leadership and differentiate the focus and skills of both.
2. Identify the essential personal characteristics and behaviors of effective leaders.
3. Discuss the importance and role of relationships for the leader.
4. Engage in self-assessment of leadership skills.
5. Discuss the importance of listening in difficult situations.
6. Demonstrate basic proficiency in the skill of conducting a difficult conversation.

New State Tax Withholding Rates Effective 4/1/2014

The Wisconsin Department of Revenue released revised withholding tables effective with the first payrolls after April 1, 2014. This may cause employees to see a decrease in their Wisconsin tax withholding starting with the April 1 paycheck for unclassified employees and the April 3 paycheck for biweekly paid employees. The new withholding tables are found in the Wisconsin Employer's Withholding Tax Guide (Publication W-166).

The withholding table changes reflect the individual income tax rate cuts effective in tax year 2013, an additional proposed rate cut which would be effective in tax year 2014, as well as adjustments due to inflation. The last revision to Wisconsin's withholding tables took place in October 2009.

Department of Employee Trust Funds Learning Opportunities

Each spring and fall the Department of Employee Trust Funds (ETF) hosts free presentations for employees throughout the state on Wisconsin Retirement System (WRS) and other benefit programs. ETF offers two different benefit presentations: one for those within five years of retirement and one for new and mid-career employees. No registration is needed.

Group appointments are available for employees within one year of retirement who have obtained an ETF retirement packet with retirement estimates and application materials. Registration is required for group appointments.

Dates and cities for the spring 2014 presentations and group appointments can be found at the following link: http://etf.wi.gov/members/presentation_map.html

ETF also offers free live, interactive webinars designed to increase your understanding of WRS benefits. Each 30-minute webinar is conducted online by an ETF specialist and focuses on a single topic of interest. A schedule of upcoming webinars is available at the following link:
2014 State Group Life Insurance Annual Update

The annual State Group Life Insurance update occurs each year in April. State Group Life Insurance coverage level and corresponding premiums are based on your highest calendar year of Wisconsin Retirement System (WRS) earnings (typically the prior year's earnings) and your age as of April 1. Any changes in premium will be reflected on the April 1 unclassified paychecks and the April 3 classified paychecks.

Employee Reimbursement Account (ERA) Grace Period for Medical and Dependent Care Expense Claims

ERA participants may be reimbursed from remaining 2013 contributions for eligible medical and/or dependent care expenses incurred through March 15, 2014. Services received and reimbursable items purchased in 2013 and during the grace period between January 1 and March 15, 2014, may be reimbursed from remaining 2013 ERA plan year funds. Claims are paid on a “first-in, first-out” basis. This means that if you have 2013 expenses that you intend to have paid from your 2013 contributions, they must be submitted and processed before you submit any 2014 claims.

The deadline for submitting 2013 medical and dependent care claims to WageWorks is April 15, 2014. All claims must be received by WageWorks or postmarked by April 15, 2014 to be reimbursed from 2013 funds. If you do not submit your claims by the deadline, any money remaining in your account for 2013 will be forfeited.

You can submit claims by any of the following methods:

- Electronically at http://www.wageworks.com
- WageWorks EZ Receipts® app on your Smartphone
- Mail to: P.O. Box 14326, Lexington, KY 40512
- Toll-Free Fax to: 1-855-428-0446

For questions, contact http://www.wageworks.com or WageWorks Customer Service at 1-855-428-0446 (Monday-Friday, 7:00 a.m. to 7:00 p.m. CST).

Employee Assistance Program (EAP) Noon Hour Workshops (Open to all staff and faculty)

Through the sponsorship of Midwest EAP Solutions, Robert Lyman, MSED, EAP Coordinator at St. Luke’s Hospital will present three separate noon hour workshops. Robert is a graduate of UW-Superior receiving a Master's Degree in Social Agency Counseling in 1982. At St. Luke’s Hospital, Robert was a Psychiatric Social Worker, also conducting adolescent group therapy and since 1985, established the first Employee Assistance Program (EAP) at St. Luke’s Hospital where he has been the hospital’s EAP Coordinator for over 25 years.

Robert will be available one hour before and one hour after the noon sessions to talk with staff and answer any questions you may have about EAP benefits, as well as distribute tip sheets and wallet cards.

1. "Achieving Work/Life Balance": Thursday, March 27, 2014 (12:00-1:00) Swenson Hall, Room 1013

Numerous studies have shown that job stress is by far the major source of stress for American adults and has escalated progressively over the past few decades. Add the typical stressors of managing relationships, families and home-related responsibilities and it is no wonder that unmanaged stress...
and lack of work/life balance has a negative impact. Stress comes in many forms and can affect emotional, cognitive and physical abilities. This session will focus on ways to more effectively address stress and improve resiliency, identify and overcome roadblocks to effectively managing stress, and provide solutions for achieving better work/life balance.

Learning Objectives:
- Increase self-awareness of stress levels and specific stress triggers at the individual level.
- Identify effects of stress in three areas—emotional, cognitive and physical functioning—and how to combat its negative impacts.
- Set goals and develop skills around prioritization of time, lifestyle choices and accepting support in order to create and/or improve balance.

2. “Working Effectively with Others”: Thursday, April 24, 2014 (12:00-1:00) Swenson Hall, Room 1013

In a business climate that demands doing more with less, dealing with constant technology advancements and organizational change, and using multi-generational teams, working civilly with others and effectively managing conflict are no longer "nice to haves" for organizations. They are business-critical skills that employees need to demonstrate in their jobs, and may be more important than any other skill set they are asked to master. Organizations are experiencing significant costs due to lost productivity, supervisor time, errors and inefficiencies, and work-arounds in their efforts to avoid conflict, and also not holding their “bullies” or conflict-adverse employees accountable for addressing co-worker differences in respectful and reasonable ways. This seminar goes beyond defining incivility and conflict in the workplace to challenging how managers think about and deal with potential conflict situations.

Learning Objectives:
- Understand the barriers to organizational and individual approaches to addressing incivility and conflict.
- Develop tools and approaches to addressing the conflict continuum and its two extremes—the aggressive and the passive employee.
- Implement methods around effectively resolving conflict and creating a culture of civility among employees.

3. “Thriving in the Wake of Change: Addressing the “Human Factor”: Thursday, May 1, 2014 (12:00-1:00) Swenson Hall, Room 1013

In a time of unprecedented change, organizations and employees are feeling the consequences of both the pace and enormity that change. With constant change being the new normal, organizations need to recognize the impact that change has on their employees—and how the “human factor” can impact everything from day to day attitudes and productivity, to the success of specific change initiatives. While many organizations focus on goals, objectives and processes, most change experts agree that the most critical element is employee engagement and buy-in. However, this can also be the most difficult thing to achieve—thus, the need for effective strategies to assist employees in managing and embracing the change process. This session will address those strategies and provide concrete strategies to overcome barriers and help employees deal effectively with change.

Learning Objectives:
- Understand individual dynamics around acceptance of and resistance to change, and how they manifest themselves in teams and workgroups.
- Learn methods to assist employees to overcome the difficult hurdles of change, and to embrace the positive aspects of change.
- Develop ongoing programs and skills around employee coping and resilience around change.