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:_

“I have yet to find a man, however exalted his station, who did not do better work and put forth greater effort under a spirit of approval than under a spirit of criticism”

-Charles Schwab

In the April issue:

- Staff Hires/Changes
- Recruitments
- Summer 2014 Contracts Due May 14
- Campus Org Charts Online
- Unclassified Sick Leave Reports
- Summer Prepays
- New State Withholding Rates
- ETF Learning Opportunities
- EAP Lunch Sessions

Classified Staff Hires/Changes:

New Hires:  
Mark Graves, Carpenter, Facilities Management, effective: 5/5/14
Michelle Kurtz- Accountant, Business Services, effective 4/28/14
Justin Nooker Research Tech 4 LTE, LSRI, effective 4/21/14
Gary Walton, LTE Research Tech 4, LSRI, effective 4/21/14

Separations:  
none.

Unclassified Staff Hires/Changes:

New Hires:  
Danielle Karvonen- Senior Lecturer (adjunct), Health and Human Performance, MWC
1402, x 4673, effective 8/25/14

Georgette Koenig- Interim Director, Business Services, effective 4/15/14, OM 201, x8014

Meghan Krausch- Assistant Professor of Sociology, Department of Social Inquiry, effective 8/25/14, SWEN 3061, x8465

Separations: none

Transfer: Shaun Marshall: Accountant-LTE, Business Services to Financial Spec 3-project, NERR, effective 4/21/14

**Recruitments in Progress:**
*View details, position descriptions, and contact information on the [HR website](#)*

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

Classified Staff: Locksmith-Journey, Facilities Management, (100%)

Academic Staff: Associate Advisor (Department of Educational Leadership)
Associate Advisor (Distance Learning Center)
Associate Advisor (Office of Admissions)

Faculty: Assistant Professor, Director of Choral Activities (Department of Music)
Assistant Professor, Information Literacy Librarian (Jim Dan Hill Library)
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)

Instructional Staff: none

Transfer: none

Limited Term Employment

(LTE): Administrative Grant Specialist, Grants and Research Office

**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.

**Campus Organizational Charts Online**

Org charts for all departments are now available online by visiting the Human Resources web page and following the left hand navigation, or by using the direct link: [www.uwsuper.edu/hr/orgcharts/index.cfm](http://www.uwsuper.edu/hr/orgcharts/index.cfm)

**Unclassified Sick Leave Reports**

Academic year employees are reminded to submit their leave report for the month of May prior to
leaving campus for the summer. This will ensure that your leave balances will be current upon your return in the fall. If you are leaving campus before your May leave report arrives, you can obtain a blank report at the following link:  
http://uwservice.wisc.edu/docs/forms/am-unclassified-leave-report.pdf

**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 1\(^{st}\) and May 31\(^{st}\) 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 contact Steve Marshall in payroll at x8366.

**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:  
http://etf.wi.gov/members/webinars.htm  Registration is required.

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