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 May issue:

- Staff Hires/Changes
- Recruitments
- Changes to State Group Health Insurance
- University Personnel System (UPS)
- Unclassified Vacation/Personal Holiday
- Legal Holiday – 7/4/15
- WRS Live Webinars

**Classified Staff Hires/Changes:**

**New Hires:**
- Tim Bouvine (LTE)- Financial Specialist 1, Business Services, effective 5/26/15
- Stephanie Glass (LTE)- Research Tech 1, LSRI, effective 5/19/15
- Olivia Krause (LTE)- Research Tech 4, LSRI, effective 5/18/15
- Lori Olson (LTE)- Student Status Examiner, Registrar’s Office, effective 4/29/15
- Jeremy Primus (LTE), Research Tech 4, LSRI, effective 5/18/15
- Reed Schwarting (LTE)- Research Tech 4, LSRI, effective 5/28/15
- Kara Tudor (LTE)- Research Tech 4, LSRI

**Separations:**
- none

**Transfers:**
- none

**Unclassified Staff Hires/Changes:**

**New Hires:**
- Cortney Alexander- Director, Academic Advising and Career Services, Department of Academic Advising, Career Services, and Educational Support Services, effective 6/1/15
- Danielle Karvonen- Senior Lecturer, Health and Wellness, Department of Health and Human Performance, effective 8/25/15
Lisa Mattsson- Outreach Program Manager I, Center for Continuing Education, effective 5/25/15

Sonda Strom-Larson- Associate Administrative Program Specialist, Office of the Chancellor, effective 5/26/15, OM 212-B, x8223

Separations:  
Randy Gabrys-Alexson (retirement)- Professor, Natural Sciences, effective 5/24/15  
Brooke Grant- Assistant Professor, Educational Leadership, effective 8/16/15  
David Johnson- Assistant Professor, Business & Economics, effective 8/7/15

Transfer: none

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

Administrative Staff: none

Classified Staff: none

Academic Staff:  
Admissions Counselor  
Collection Development and Materials Management Librarian (Jim Dan Hill Library)  
Data and Assessment Coordinator/Academic Advisor (Department of Educational Leadership)  
Director of Marketing and Communications  
Intramural and Competitive Sports Specialist (Office of Campus Recreation)  
Research Analyst (Office of Institutional Effectiveness)

Faculty:  
Assistant Professor, Mathematics (Department of Mathematics and Computer Science)

Instructional Staff:  
Accounting Lecturer, Department of Business and Economics  
Adjunct Lecturer, Social Work Program, Department of Human Behavior, Justice and Diversity)  
English Adjunct Instructor

Transfer: none

Limited Term Employment (LTE): none

**Changes to State Group Health Insurance**
The Department of Employee Trust Funds Group Insurance Board has approved changes to the state employee health insurance program for 2016. Please check your employee portal or follow this link to learn more: https://uwservice.wisc.edu/news/post/239

**University Personnel System *Effective 7/1/15***
Effective July 1, 2015, the statutes contained in Chapter 230 and the rules and procedures established by the Office of State Employment Relations will no longer be applicable. Rather, classified staff – soon to be known as university staff – will be placed under the authority of the UW Board of Regents. The rules and
procedures for University Staff will be covered under ‘Operational Policies’ please review:
https://www.wisconsin.edu/personnelsystems/policies/ops/

**WRS Live Webinars Scheduled for June**

During the month of June, ETF is offering a series of 30-minute, live, interactive webinars designed to increase your understanding of Wisconsin Retirement System benefits. Individuals can also ask questions at the end of these sessions. Please click on the following link to visit ETF’s webinar page to learn more about any of the following sessions: http://etf.wi.gov/member_education.htm#tab3

**Unclassified Vacation/Personal Holiday**

For members of the unclassified staff on annual appointments, vacation carried over from last year and allocated Personal Holiday time must be used prior to July 1st or it will be forfeited.

**Upcoming Holiday 7/4/15**

Independence Day falls on Saturday July 4, 2015, therefore, you will be given a floating holiday for that day.

If July 4 falls on a Sunday, University offices are closed on the following day (Monday) and the holiday is observed on that Monday. In this case, July 4 falls on a regularly scheduled day off (Saturday) employees are granted floating holiday time.

Please refer to the following website for more details:
https://uwservice.wisc.edu/calendars-schedules/legal-holidays.php

**Unclassified Summer Leave Reporting**

Nine month unclassified employees must submit Leave Reports if they work during the summer, regardless of whether or not leave is used during the summer. One report will cover an employee for the entire summer. Personalized reports will not be produced, so employees must complete the Summer Leave Report template. Please sign, date and submit your report to your approving authority so they can provide the report to HR no later than September 4th 2015. The Leave Report template is available on the My UW and UW System portal in the Time and Absence module and is titled ‘Unclassified Summer Session/Service Leave Report.’ http://uwservice.wisc.edu/docs/forms/am-unclassified-leave-report-summer.pdf

There are two reasons an unclassified employee would not need a leave report for summer (June, July and August):

1) You have an Academic (9 pay) appointment and did not perform any work at all and did not receive any kind of compensation during the summer months.
2) You do not accrue Sick, Vacation or Personal Holiday time

EXAMPLE: Joe performed work on 6-20-15. This was only for one day of work and was paid a total of $75.00. Even though Joe is not working the entire month, or even the entire summer, he would need to complete a leave report for the month of June. This is due to the fact that a “Job” had to be created in order to pay Joe for the work he performed. This “Job” has to be created in order to make payment regardless of the work being performed on or off campus, how large or small the payment is and how long or short the employment time frame was for.