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 June issue:

- Staff Hires/Changes
- Recruitments
- University Personnel System (UPS)
- Unclassified Summer Leave Reporting
- Unclassified Employee Self Service (ESS)

**Classified Staff Hires/Changes:**

**New Hires:** Shane Nelson (LTE)- Painter, Facilities Management, effective 6/22/15

**Separations:**

- Tammy Davis (Retirement)- Office Operations Associate, Tech Services, last day: 7/6/15
- Julie Lund (Retirement)- Payroll and Benefits Specialist Advanced, Human Resources, last day: 7/3/15
- Marie Harris (Retirement)- University Services Program Associate, Enrollment Management, last day: 7/3/15
- Jody Jonson (Retirement)- Library Services Assistant, Jim Dan Hill Library, last day: 7/6/15

**Transfers:** none

**Unclassified Staff Hires/Changes:**

**New Hires:**

- Kathleen Buday- Assistant Professor, Art Therapy, Department of Visual Arts, effective 8/25/15, HFAC 3106, x8399
- Daniel Fanning- Director, Marketing and Communications, effective 6/26/15
- Karen Heikel- Executive Director, Alternative Delivery and Outreach, effective 7/6/15, OM 101, x8018
- Robert Strand- Director, Admissions, effective 6/29/15

**Separations:**

- Lon Bagley (Retirement)- Instructional Program Manager II, Educational Support Services,
有效日期：7/23/15

Assistant Professor, Mathematics, Mathematics & Computer Science，有效日期：8/7/15

Tatiana Kornstad- Associate Student Services Coordinator, Office of International Programs，有效日期：8/4/15

Outreach Program Manager II, Center for Continuing Education，有效日期：7/8/15

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 Twin Cities Region Recruiter
- Data and Assessment Coordinator/Academic Advisor (Department of Educational Leadership)
- Information Literacy Librarian (Jim Dan Hill Library)
- International Admissions Coordinator (Office of International Programs)
- Intramural and Competitive Sports Specialist (Office of Campus Recreation)
- Research Analyst (Office of Institutional Effectiveness)
- Study Away Coordinator (Office of International Programs)
- Yellowjacket Union Manager (Yellowjacket Union)

Faculty: none

Instructional Staff: none

Transfer: none

Temporary Employment: none

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 are no longer be applicable. Rather, University Staff – formerly known as classified staff – are now 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/

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

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.

**Unclassified Employee Self Service (ESS)**

Employee Self Service for reporting absences is now available for Unclassified Staff!
All Annual (12 month pay) employees will be able to use this function beginning with their July absences.
Academic (9 month pay) employees will begin using this function for the 15/16 academic year in September. Watch your email for more detailed information.