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 July issue:

- Staff Hires/Changes
- Recruitments
- 2016 WRS Rates
- FASL Summer Leave Reporting
- FASL Employee Self Service (ESS)
- UPS Tip

**University Staff Hires/Changes:**

**New Hires:**

- Levi Drevlow (UST)- University Services Program Associate, Office of International Programs, effective 7/8/15
- Dara Fillmore (UST)- Library Services Assistant-Senior, Library, effective 7/15/15
- Danielle Lake Diver (UST)- Painter, Facilities Management, effective 6/22/15

**Separations:**

- Janet Blair (Retirement)- Academic Department Associate, Social Inquiry, last day: 8/31/15
- Kaitlyn Halom (UST)- University Services Program Associate, Office of International Programs, effective 7/3/15
- Mary Houk (Retirement)- University Services Associate 2, Upward Bound, last day: 8/31/15
- Emily Levings (Retirement)- University Services Associate 2, Center for Excellence in Teaching and Learning, last day: 8/31/15
- Edward McCauley (Retirement)- Facilities Maintenance Specialist Advanced, Facilities Management, last day: 7/13/15
- Mary McCauley (Retirement)- University Services Associate 2, Academic Advising, last day: 8/28/15
Mark Merrill (Retirement)- IS Tech Services- Senior, Technology Services, last day: 8/10/15

Barb Parenteau (Retirement)- University Program Associate, Financial Aid, last day: 7/31/15

Transfers: none

Faculty, Academic Staff, & Limited Staff Hires/Changes:

New Hires: Michael Buncher- Associate Student Services Coordinator, Department of Educational Leadership, effective 7/27/15
Jessica Mansfield- Associate Administrative Program Specialist, Institutional Effectiveness, effective 8/17/15
Jerod Meyer- Associate Recreation Specialist, Office of Campus Recreation, effective 8/10/15
Ethan Russom- Administrative Program Manager I, Yellowjacket Union, effective 8/1/15

Separations: David Johnson– Business and Economics, effective 8/7/15
Carrie Sanda– LSRI, effective 7/31/15
Kelsey Olin– Associate Advisor, Admissions, effective 8/14/15

Transfer: none

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

Administrative Staff: none

University Staff: none

Academic Staff: Academic Outreach and Professional Leadership Specialist (Center for Continuing Education)
Admissions Twin Cities Region Recruiter
Information Literacy Librarian (Jim Dan Hill Library)
International Admissions Coordinator (Office of International Programs)
Student Support Services Program Manager (Office of Student Support Services)
Study Away Coordinator (Office of International Programs)

Faculty: none

Instructional Staff: none

Transfer: Facilities Maintenance Specialist (100%), Facilities Management, closes 8/4/15
Power Plant Operator-Senior (100%) Facilities Management, closes 8/5/15

Temporary
Employment: none

2016 Wisconsin Retirement System Contribution Rates
ETF has announced the 2016 WRS Contribution rates:

<table>
<thead>
<tr>
<th></th>
<th>Protective Occupations</th>
<th>General &amp; Teachers</th>
<th>Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>6.60%</td>
<td>9.40%</td>
<td>13.2%</td>
</tr>
<tr>
<td>Participant</td>
<td>6.60%</td>
<td>6.60%</td>
<td>6.60%</td>
</tr>
<tr>
<td>Total</td>
<td>13.2%</td>
<td>16.0%</td>
<td>19.8%</td>
</tr>
</tbody>
</table>

FASL 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 a 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.

FASL 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.

University Personnel System Tip
With the implementation of the new University Personnel System effective 7/1/2015 you will be seeing new acronyms being used. Here are a few to know:
FASL- Faculty, Academic Staff and Limited
UST- University Staff Temporary
USP- University Staff Project
UPS- University Personnel System

To find out more about UPS, visit the Frequently Asked Questions page here: https://www.wisconsin.edu/personnelsystems/faq/