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
- Summer Leave Reporting
- ALRA
- Sexual Harassment Training

**Classified Staff Hires/Changes:**

New Hires: Collin Graves (LTE)- Facilities Maintenance Specialist, Facilities Management, effective 7/09/14

Sally Schultz (LTE)- USPA, Provost Office, effective 7/09/14

Andrea Yezek- Academic Department Associate, Music Department, Effective 8/4/14

Separations: Joel Murashie- Custodian, Facilities Management, effective 8/01/14

Karen Nevin (LTE)- Office Associate, Continuing Education, effective 7/18/14

Transfers: Linda Graskey- Transferring from USPA, Distance Learning Center to ADA, Communicating Arts, effective 7/14/14

**Unclassified Staff Hires/Changes:**

New Hires: Jane Reyer- Senior Lecturer, Legal Studies, Department of Human Behavior, Justice, and Diversity, effective 8/25/14, SWEN 3142, x8238

Separations: Mickey Fitch- Assistant Director, University Housing (S), Residence Life, effective 7/16/14

Carol Lindberg (retirement)- Administrative Program Manager III, Environmental Health and Safety, 9/15/14

Kristy McGiffert- Associate Student Services Coordinator, Student Life, effective 7/21/14

Olivia Seifert- Associate Advisor, Educational Leadership, effective 7/18/14

Allen Shepard- Senior Lecturer, Department of Writing and Library Science, effective 7/29/14
Transfer: none

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

Administrative Staff: Director, Human Resources and Affirmative Action (Department of Human Resources) EXTENDED

Classified Staff: none

Academic Staff: Assistant Director, Educational Support Services (M)
- Associate Advisor (Distance Learning Center) EXTENDED
- Associate Advisor (Educational Leadership)
- Associate Outreach Specialist (Small Business Development Center)
- Associate Outreach Specialist (Center for Continuing Education)

Faculty: none

Instructional Staff: Physics Lecturer, Department of Natural Sciences

Transfer: University Services Program Associate, Center for Continuing Education/Extension (100%)

Limited Term Employment

(LTE): Office Associate, Continuing Education

**Unclassified Summer Leave Reporting**
Summer Leave Reporting is the same for 2014 as it was for 2013. This pertains only to Academic year employees working in the summer. If you are an employee who works all year long the process of obtaining reports every month from the portal will not change, unless you are notified otherwise. A Summer Leave Report template will be available for Summer Session/Service employees to report leave during the summer. **One report will cover an employee for the entire summer.** The Leave Report template is available on the UW System portal in the Time and Absence module and is titled ‘Unclassified Summer Session/Service Leave Report. **Please do not use the personalized reports in the portal if they appear.** Please download and 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 5th, 2014.

There are two reasons an unclassified employee would not need a leave report(s) 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 amount of compensation during the summer months.

2) You do not accrue Sick, Vacation or Personal Holiday time

If you have an Academic (9 pay) Appointment, performed work and received any amount of compensation, you would want to fill out a Leave Report for the month(s) in which you completed the work.
EXAMPLE: Joe performed work on 6-20-13. 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.

If you have any questions please contact Steve Marshall in payroll and Benefits:
smarsha8@uwsuper.edu or 715-395-8366.

**Annual Leave Reserve Account**
Unclassified staff with 10 or more years of state service in an appointment earning vacation and/or unclassified university service in an appointment covered under the Wisconsin Retirement System are eligible to receive up to 40 hours of their annual vacation entitlement each year in an Annual Leave Reserve Account (ALRA). The deferred time can be used at a future date in the same manner as vacation hours, or it will be paid as a lump-sum cash payment upon termination/retirement. Eligible employees will receive a notice on their July 1st leave statement. Please be watching for that statement if you wish to defer vacation into your ALRA this year.

**Mandatory Sexual Harassment Training**
UW-Superior has developed required training related to Sexual Harassment which all employees (including student and temporary employees) are required to complete on an annual basis.

The online training can be completed by visiting our website:
http://www.uwsuper.edu/hr/forms/sexual-harassment.cfm. Directions are provided at the site and we anticipate the training to take approximately 30 minutes to complete. Once an employee has completed the training, the employee will receive an automatic email certificate confirmation of completion. Human Resources will receive the same email confirmation and your certificate will be placed in your personnel file.

Supervisors will be responsible for tracking employee completion of this requirement. As a reminder, the target date for completion is December 31, 2014. If you have any questions regarding this policy or required training, please feel free to contact Laura Dahl at 715-394-8041.