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 August issue:

- Staff Hires/Changes
- Recruitments
- Available Paycheck Deductions
- Marcovich Wellness Center
- IT Services for Employees
- FASL Missing Leave Reports
- FASL Employee Self Service (ESS)

**University Staff Hires/Changes:**

New Hires:
- Denise Denu- University Services Program Associate, Financial Aid, OM110, x 8200 effective 8/31/15
- Trudy Fredericks (UST)- Academic Department Associate, Social Inquiry, SWEN 3061, x8465, effective 8/27/15
- Lori Olson- Student Status Examiner Associate, Registrar, effective: 8/17/15
- Patrick Zambori (UST)- Power Plant Operator-Senior, Heating Plant, effective 8/24/15

Separations:
- Denise Denu- Office Associate, Continuing Education, effective 8/29/15
- Denise Denu- USA 1 Project, Registrar, effective 9/18/15
- Danielle Lake Diver (UST)- Clerical Helper, HBJD, effective 8/24/15
- Lori Olson (UST)- Student Status Examiner Associate, Registrar, effective 8/16/15
- Patrick Zambori (UST)- Power Plant Operator-Senior, Heating Plant, effective 8/23/15

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

Tanzeem Ali - Assistant Professor, Science Education, Department of Educational Leadership, effective 8/25/15

Emily Drevlow – Associate Student Services Coordinator, Office of International Programs, effective 8/26/15

Brittany Kemi – Associate Advisor, Office of Admissions, effective 8/31/15

Separations: none

Transfer: none

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

Administrative Staff: none

University Staff: University Services Associate 2 (50%), Upward Bound

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

Faculty: none

Instructional Staff: none

Transfer: Operations Program Associate (100%), Facilities Management, closes 9/7/15

Temporary Employment: none

**Available Paycheck Deductions:**
As a UW-Superior employee, you have the option of having Parking Permit fees, Marcovich Wellness Center membership fees, United Way donations, UW-Superior Foundation donations, and Tax Sheltered Annuity (TSA) Program funds deducted directly from your payroll check. Contact Steve Marshall x8366 for more information

**Marcovich Wellness Center for Employees:**
Fitness memberships and locker rentals are available to all campus employees at very reasonable rates. If you chose Security Health Plan (SHP) as your insurance option, SHP offers a $100 reimbursement annually towards a gym or health club membership. The MWC is a 115,000-square-foot building built in 2003 that includes a field house with indoor track, fitness and weight rooms, an indoor climbing wall, indoor pool, 4 racquetball courts, an aerobics/dance studio, locker rooms and more.
IT Services for Staff and Faculty

Who to call for help? – Technology Help Desk x8300 (715-394-8300)
Email support – helpdesk@uwsuper.edu
In person (location) – Swenson 2100
On the web - https://www.uwsuper.edu/technology/help/requests.cfm

Short Term Media Checkout (At the Help Desk):
- Laptops
- Projectors
- Cameras (video and still)
- Digital Audio Recorders
- And many other items

Services Available for Faculty and Staff:
(Consult with the Help Desk)
- Secure WiFi network
- Remote Access
- Best Network and Computing Security Practices
- Voicemail system

Common Faculty and Staff Help Desk requests:
- Adding personal devices to university WiFi
- Speaker Phones/Conference Rooms
- Software Install Requests – E-mail the Help Desk
- Learn@UW-Superior (D2L) assistance - https://www.uwsuper.edu/teachingtools/index.cfm

Software for Faculty and Staff:
- Adobe Creative Cloud home use - $19.99/year (normally $200/year)
  - This and Other discounted software available on http://wisc.edu/wisc
- Office 2013 Home Use program - $9.95 (normally $130)
  - E-mail helpdesk@uwsuper.edu to request an access code
- Lynda.com training – free (normally $375/year)
  - www.uwsuper.edu/lynda
- Computer discounts from Dell, HP and Apple – see our website https://www.uwsuper.edu/technology/services/purchasing/personal.cfm
**FASL Missing Leave Reports**
It’s almost that time of year where FASL will receive a reduction in their sick leave hours due to missing leave reports. To prevent this from happening to you, please go to your portal to check for outstanding reports.

- Click on “Outstanding Missing Leave Reports” Link
- Document will open showing the prior missing leave report.

**FASL Employee Self Service (ESS)**
Employee Self Service for reporting absences is now available for Faculty, Academic Staff and Limited Employees! 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.