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
- Summer Leave Reporting
- Name Tag Order
- Edgewater Hotel and Waterpark discount
- Sexual Harassment Training
- Paycheck Deductions

**Classified Staff Hires/Changes:**

**New Hires:**

- Matt Eastman (LTE) - Custodian, Residence Life, effective 9/4/14
- Chris Jersett (LTE) - Library Services Assistant-Sen, Library, effective 8/25/14
- Victoria Main (LTE) - Office Associate, Continuing Education, effective 8/28/14
- Miranda Sve - HR Assistant-Project, Human Resources, effective 9/3/14

**Separations:**

- John Archambault- Facility Repair Worker, Facilities Management, effective 12/11/14
- Anne Carlson - USPA Project appointment, URSCA, effective 8/29/14
- Kylie Cochran (LTE)- ADA, Music Department, effective 8/7/14
- Julie Elliott - USPA, Continuing Education, effective 9/2/14
- Nancy Kyle - Custodian, Facilities Management, effective 9/19/14
- David Orts (LTE)- Audio Visual, CETL, effective 9/6/14
- Allie Tacheny- USPA Project Appointment, University Relations and Admissions, effective 8/29/14

**Transfers:**

- Brenda Dalpiaz- Transferring to USPA, Continuing Education, effective 8/26/14
**Unclassified Staff Hires/Changes:**

**New Hires:**

- Brian Burtnyk- Assistant Coach, Men's Basketball, effective 8/25/14, MWC 2442, x395-4633
- Nicholas Gosen- Associate Artist, Lighting, effective 9/2/14, HFAC 2119, x8388
- Daniel Gucinski- Senior Lecturer, Department of Music, effective 8/25/14, HFAC 1117, x8115
- Thomas Hamilton- Senior Lecturer, Department of Music, effective 8/25/14, HFAC 1112, x8115
- Jacqueline 'Jackie' Guthrie- Associate Outreach Specialist, Center for Continuing Education, OM 102, x8173
- Morgan MacLean- Coach, Women’s Soccer, Associate Advisor, effective 8/15/14, MWC 2408, phone: 395-4693
- Lucia Magney- Senior Lecturer, Department of Music, effective 8/25/14, HFAC 1117, x8115
- Jaime Satko- Lecturer, Writing and Library Science, effective 8/25/14, SWEN 3061, x8195
- Jim Schlimmer- Interim Assistant Vice Chancellor, Enrollment Management, effective 9/8/14, OM 137, x8306
- Corol Wolosz- Director, Great Lakes Maritime Research Institute, effective 9/2/14, OM129E, x8268

**Separations:**

- Jordan Appicelli- Student Services Specialist, Admissions, effective 8/15/14
- Marna Banks- Outreach Program Manager II, Center for Continuing Education, effective 10/3/14
- Shannon Gilligan- Student Services Specialist, First Year Experience, effective 9/5/14
- Carl Huber- Associate Student Services Specialist, Veteran and Nontraditional Student Center, effective 9/3/14
- Carol Lindberg (retirement)- Administrative Program Manager III, Environmental Health and Safety, effective 10/31/14 (revised)
- Michael White- Assoc Marketing Specialist, Continuing Education, effective 8/29/14

**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
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.
Staff and Student Name Tag Order
Name tag orders for the University are placed after 25 name tags have been requested. We currently have enough requests to place an order. If you need a name tag, and have not requested one yet, please do so by following this link: https://www.uwsuper.edu/univrelations/forms/nametag.cfm. The deadline for this order is 9/12/2014. If you have questions about this process, please call Human Resources at 715.394.8220, or email msve@uwsuper.edu.

Edgewater Hotel and Waterpark Recreation Discount for all Employees
The Edgewater Hotel and Waterpark, an affiliate of ZMC hotels, is offering all UW-Superior employees the Recreation Discount through 2015. When making a reservation, state that you are a UW-Superior employee seeking the Recreation Discount. All of the rooms at the Edgewater include passes to the waterpark, and use of their outdoor seasonal activity area; outdoor pool, miniature golf, complimentary bike rental. ZMC hotels have 5 hotels in the twin ports and offers competitive construction, corporate, medical lodging and government rates as well as conference spaces.

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.

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 Julie Lund x8367, or Steve Marshall x8366 for more information.