

## **First Day, First Week...**

We are pleased that you have joined UW-Superior as a member of our faculty or staff. These first few days and weeks can seem overwhelming as you learn about the unique culture, processes and needs of the university and of your department. The resources in this section are intended to help you get acquainted with the university and become comfortable in your new role in our community. Below are a few items that should be completed on your first day:

### **First Day:**

- ▶ Complete Human Resource Paperwork :
  1. Signed contract letter
  2. Transcripts submitted (unclassified employees only)
  3. I-9 form completed with proper documentation
  4. Direct Deposit form
  5. W-4 form (Federal and State Employees withholding certificate)
  
- ▶ Obtain a parking permit: employees are able to stop into the Parking Services Office to obtain a permit. Prior to employment, Parking Services will work with Human Resources to issue the employee a courtesy, one-week temporary permit to get them started.
- ▶ Complete Executive Order #54 Training online at the Human Resources website  
<http://www.uwsuper.edu/hr/forms/eo54.cfm>
- ▶ Complete FERPA Training online at the Registrars website  
<http://www.uwsuper.edu/registrar/forms/ferpa-training.cfm>


### **First Week:**

- ▶ Schedule a meeting with your benefits specialist and discuss benefit eligibility and enrollment timelines. Please contact Steve Marshall, Ext: 8366.
- ▶ Obtain a University ID card: Once you are assigned a PeopleSoft ID# from Human Resources, please bring the form you received with your HR paperwork labeled "UW Superior PeopleSoft Identification Number", and a valid driver's license to the Yellowjacket Union Desk. You will get your photo taken and your ID card will be issued at that time. This card can be used for many functions including; checking out library books, riding the DTA and attending sporting events for free!
- ▶ Supervisor Orientation Checklist: Meet with your supervisor and discuss the new hire checklist. The checklist contains information that your supervisor will be going over with you during your first month of employment.
- ▶ Complete New Hire Orientation: We hope this online tutorial will be informative and helpful as you start your first week on campus.

## UW Superior Terms

Here's a guide to acronyms that you may hear in your first couple of weeks on campus:



- ▶ **E-Hive**: This is a web system that allows employees to place a work order, place store orders and to link to their employee portal. Faculty also uses E-hive for entering grades and class rosters.
  - ▶ **Employee Portal/My UW System**: Employees can log into their portal <http://my.wisconsin.edu> to view a variety of very important information here including viewing check statements, personal information, your current benefit enrollment information, leave balances and most importantly where classified employees go to record their hours worked and unclassified staff locates their leave reports. You may also get to your portal by clicking on the icon located on the HR homepage or from the UW-Superior homepage on the A-Z index.
- The logo for the University of Wisconsin System, featuring the letters 'UW' in a stylized red font, with 'UNIVERSITY OF WISCONSIN SYSTEM' written above it and 'My UW System' written to the right.
- ▶ **USS**: University Staff Senate, this is a committee of classified employees who promote a positive professional work environment and support professional development activities. To learn more please visit [www.uwsuper.edu/css/](http://www.uwsuper.edu/css/)
  - ▶ **ACSS**: Academic Staff Senate, this is a recognized governing body for all Academic Staff. To learn more please visit <http://www.uwsuper.edu/academicsenate/>
  - ▶ **Faculty Senate**: Faculty Staff, this is a recognized governing body for all Faculty. To learn more please visit <http://www.uwsuper.edu/facultysenate/index.cfm>
  - ▶ **ESS**: Employee Self-Service, this is our online time tracking system where University Staff enter their timesheets and unclassified staff enter monthly leave reports. You will learn more about this when you meet with your HR and Benefits representative.
  - ▶ **E-Benefits**: Electronic benefits, our campus participates in online benefit enrollments, which means your benefit enrollment process is paperless! When its open enrollment you will be able to access and submit benefit changes through your employee portal.

## Helpful Telephone Numbers

### Campus

Campus Safety	715-394-8114
Parking Services	715-394-8177
Weather and Emergency hotline	715-394-8400
Marcovich Wellness Center	715-394-4610
Library	715-394-8343
Yellowjacket Union	715-394-8244
Human Resources	715-394-8220
Tech Services Help-Desk	715-394-8300

### Human Resources

(OPEN), HR Director	8365
Laura Dahl, Classified HR Manager	8041
Steve Marshall, Unclassified Payroll and Benefits	8366
Erika Bjerketvedt, Unclassified HR Manager	8133
Miranda Sve, HR Assistant	8220
HR FAX	715-394-8171

### Medical Providers

Group Health Cooperative of Eau Claire	888-203-7770
Health Partners	800-883-2177
Humana-Western	800-448-6262
Security Health Plan	800-472-2363
WEA Trust	800-279-4000
WPS (Standard Plan)	800-634-6443
Navitus	866-333-2757

### Miscellaneous

Employee Assistance Program (EAP) Campus user name: UWS Password: MEMBER	800-383-1908
Employee Trust Fund (ETF) Wisconsin Retirement System	877-533-5020
TASC (ERA) Flex Spending Accounts	800-422-4661

## Helpful Employment Policies and Procedures

### Employee Assistance Program

- ▶ The Employee Assistance Program (EAP) is a free service offered to the employees of the University to provide counseling assistance during times of personal difficulties. The user name is : **UWS** and password is: **Member**  
<http://www.uwsuper.edu/hr/policies/eap.cfm>



### Family and Medical Leave Act

- ▶ The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide you with the right to take job-protected leave with continued medical benefits when you need time off from work to care for yourself or a family member who is seriously ill, to care for a newborn or newly adopted child or to attend to the affairs of a family member who is called to active duty in the military.  
<http://www.uwsuper.edu/hr/policies/fmla.cfm>

### Inclement Weather

- ▶ In the event of unusually bad weather conditions, such as a snow or ice storm, the Chancellor and Provost may consider curtailment of normal university operations. Sign up to receive these alerts on your cell phone at [www.uwsuper.edu/safe](http://www.uwsuper.edu/safe) .
- ▶ Unless informed otherwise by an appropriate supervisor (or designee), employees should assume that the university is open and make a reasonable effort to get to work on time. <http://www.uwsuper.edu/hr/policies/inclweather.cfm>

### Smoking Policy

- ▶ It is the intent of the University of Wisconsin – Superior to provide a healthy environment for all employees, students and visitors to the campus.
- ▶ Smoking is permitted only in designated smoking areas as indicated by permanently installed smoking receptacles and signage. The designated smoking locations have been established to prevent the infiltration of second hand smoke into the buildings through windows, doors and ventilation system air intakes. Smoking is not permitted anywhere else on campus. <https://www.uwsuper.edu/hr/policies/upload/Smoking-Policy-rev-123114.pdf>

### Vacation Carryover

- ▶ Hours earned in a calendar year may carry over to the end of the next calendar year. Hours are lost if not used or banked (if eligible) by end of carryover period.  
<https://www.wisconsin.edu/ohrwd/benefits/leave/vacation/>

▶ Jury Duty

- An employee summoned to jury duty during regularly scheduled work hours does not have to use personal leave time. An employee will need to submit a copy of the summons in order to receive his/her regular salary in addition to any pay that he/she may be given as a juror. An employee is expected to report to work when not needed for jury duty. For classified employees, if there are four or fewer hours remaining on a shift, an employee, upon contacting his/her supervisor will not be required to return to work.

▶ Tuition Reimbursement

- Career related coursework is employer authorized coursework or training, which has been requested by an employee, and approved by the supervisor and the Director of Human Resources in advance of enrollment, for which reimbursement at the appropriate rate will be made. Currently the employee is reimbursed for basic instructional fee/tuition charges (but not book or supply costs) upon successful completion of the coursework/training.

<http://www.uwsuper.edu/hr/policies/edopp.cfm>

▶ Development Grants

- Staff are given the opportunity by the university to pursue professional development activities to enhance their skills and knowledge through the Staff Development Grant Fund. You can find more information on the Faculty, Academic, or University Staff Senate websites.

▶ Benefits of getting a Campus ID Card

- You can get into sporting events for free!
- You can check out library books and equipment free of charge from the Library
- You can load a cash balance on your card which allows you to use your UW-Super ID card to “purchase” food and non-alcoholic beverages in the Union Café, Brick Oven Grille and Jacket Java at discounted prices (5% off). You will have to fill out a contract and make an initial deposit (\$25 minimum) at the Union information/Service Desk.

- DTA Bus Pass- employees can ride Duluth Transit Authority buses for free by presenting their ID card. Check out their website for routes and more information <http://www.duluthtransit.com/routes/collegiate.aspx>
- ▶ University Health & Wellness
  - Please visit Marcovich Wellness Center (MWC) where you will find; fitness room, weight room, racquetball courts, climbing wall, indoor pool and aerobic/dance studio.
  - To view membership rates or other information please visit their website <http://www.uwsuper.edu/recreation/mwc/index.cfm>
- ▶ University Athletics
  - As a UW-Superior Faculty or Staff member you get free admission to Yellowjacket Athletic events by presenting your Staff ID card. Go Yellowjackets!!
  - Check out their website for the upcoming events <http://uwsyellowjackets.com/>



### **Questions or Concerns?**

If at any time during your employment you have questions or concerns regarding your employment or policies & procedures, please feel free to contact The Office of Human Resources. We are here to help!! [hr@uwsuper.edu](mailto:hr@uwsuper.edu) P: 715-394-8220

