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 December issue:

- Staff Hires/Changes
- Recruitments
- Vacation and Comp Time Carryover for Classified Employees
- Academic Staff Evaluations
- Paycheck Deductions
- Social Security and Medicare 2014
- WRS Announcements

**Classified Staff Hires/Changes:**

New Hires: Richard Sundstrom- Financial Specialist 4, Continuing Education, effective 1/6/14

Transfers: none

Separations: none

**Unclassified Staff Hires/Changes:**

New Hires: Amy Flaig- Associate Student Services Coordinator, Educational Leadership, effective 12/9/13, SWEN 2029, x8176

John Mueller - Assistant Vice Chancellor, Enrollment Management, effective 1/13/14, OM 137, x8308

Dawn Peterson- Senior Lecturer, HBJD, effective 1/10/14, SWEN 3061, x8385

Sandy Wallgren- Associate Advisor, Distance Learning Center, effective 12/16/13, ERL 105, x8475

Separations: Sandy Wallgren- Associate Advisor, Educational Leadership, effective 12/16/13

**Recruitments in Progress:**

View details, position descriptions, and contact information on the [HR website](http://hrwebsite).
Administrative Staff: none.

Classified Staff: USPA, Continuing Education
   IS Supervisor 2, Technology Services
   Locksmith, Facilities Management
   Carpenter, Facilities Management

Academic Staff: Associate Administrative Specialist, Office of Grants and Research
   Associate Student Services Specialist, Office of the Registrar

Faculty: Assistant Professor, Communication Studies (Department of Communicating Arts)
   Assistant Professor, Media Studies (Department of Communicating Arts)
   Assistant Professor, Psychology (Department of Human Behavior, Justice & Diversity)
   Assistant Professor, Sociology (Department of Social Inquiry)

Instructional Staff: Academic Staff Lecturer, Social Work (Human Behavior, Justice, and Diversity)

Transfer: none.

Limited Term Employment (LTE): none.

**Vacation and Comp Time Carryover for Classified Employees**

At the end of each calendar year, classified employees are now allowed to carry over any remaining vacation and comp time balances into the new calendar year and have until December 31 of the new calendar year to use the carried over time.

Any vacation carryover from 2012 will expire on 12/31/2013. Any unused 2012 vacation carryover remaining after December 31 will be lost. Any carried over 2012 comp time remaining on December 31 will be paid.

Questions may be directed to Julie Lund, Ext. 8367.

**Academic Staff evaluations have begun!**

Evaluations are due to the Human Resources office according to years of service:
   - 3 to 5 years of service: November 11, 2013
   - 1 to 2 years of service: February 3, 2014
   - 6+ years of service, and 2 & 3 year rolling appointments: February 10, 2014

*Note: Academic Staff promotion materials are due to Human Resources by February 7, 2014.*

Please add these important dates to your calendar and watch your e-mail for reminders from Erika Bjerketvedt of when evaluations and promotion materials are due!

**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.

**Social Security and Medicare Wage Bases and Rates for 2014**

The employer and employee Social Security and Medicare tax rates will remain the same in 2014. The
Social Security (full FICA) rate remains at 7.65% (6.20% Social Security plus 1.45% Medicare) for wages up to $117,000. All wages over $117,000 are subject only to the 1.45% Medicare rate. Beginning in January 2013, individuals with earned income of more than $200,000 ($250,000 for married couples filing jointly) pay an additional 0.9 percent in Medicare taxes.

**Vacation and Comp Time Carryover for Classified Employees**
This is a reminder that classified employees are automatically allowed to carry over unused vacation and comp time into the new calendar year. No form is required. There is no limit on the amount of vacation that can be carried over, and comp time balances are limited to 240 hours. Employees will have until December 31, 2014, to use carried over time.

**WRS Contribution Rates Increasing January 1, 2014**
Wisconsin Retirement System (WRS) contribution rates will increase beginning January 1, 2014, as outlined in the chart below. Unclassified employees will notice this change on the paycheck received on January 2, 2014, and classified employees will notice the change on their January 9, 2014, paycheck.

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Employee Contribution 2013</th>
<th>Increase</th>
<th>Employee Contribution for 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>General/Teacher</td>
<td>6.65%</td>
<td>+.35%</td>
<td>7.00%</td>
</tr>
<tr>
<td>Executive, Judges, Elected</td>
<td>7.00%</td>
<td>+.75%</td>
<td>7.75%</td>
</tr>
<tr>
<td>Protective with Social Security</td>
<td>6.65%</td>
<td>+.35%</td>
<td>7.00%</td>
</tr>
</tbody>
</table>

**WRS Live Webinars**
ETF is offering a series of 30-minute, live, interactive webinars in January designed to increase your understanding of Wisconsin Retirement System (WRS) benefits. Individuals can also ask questions at the end of these sessions. Visit ETF's webinar page to learn more about any of the following sessions or to register.

**NEW! Overview of the Wisconsin Retirement System**
Wednesday, January 8, Noon-12:30 p.m.
Monday, January 13, 11:30-Noon
Wednesday, January 22, 6:00-6:30 p.m.
Thursday, January 23, 11:30 a.m.-Noon
Friday, January 31, 1:00-1:30 p.m.

**WRS Employer and Employee Contribution Rates**
Friday, January 10, 11:30 a.m.- Noon
Wednesday, January 15, Noon-12:30 p.m.
Thursday, January 23, 1:00-1:30 p.m.
Tuesday, January 28, 6:00-6:30 p.m.

**Returning to Work**
Thursday, January 9, 1:00-1:30 p.m.
Friday, January 17, 11:30 a.m.-Noon.
Tuesday, January 28, 10:30-11:00 a.m.

**Upcoming WRS Presentations**
Below is a schedule of ETF’s spring presentations in the Northwest District of the state:
<table>
<thead>
<tr>
<th>City</th>
<th>Date</th>
<th>Time</th>
<th>Type/Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hayward</td>
<td>Monday, April 28</td>
<td>6:30-8:30 p.m.</td>
<td><strong>Nearing Retirement</strong></td>
<td>Hayward High School Auditorium</td>
</tr>
<tr>
<td>Superior</td>
<td>Tuesday, April 29</td>
<td>6:30-7:30 p.m</td>
<td><strong>New and Mid-Career</strong></td>
<td>Wisconsin Indian Technical College Conference Center</td>
</tr>
<tr>
<td>Superior</td>
<td>Tuesday, April 29</td>
<td>Call for Appointment 1-877-533-5020</td>
<td>Group Appointment</td>
<td>Location Provided After Scheduling</td>
</tr>
<tr>
<td>Ashland</td>
<td>Wednesday, April 30</td>
<td>Call for Appointment 1-877-533-5020</td>
<td>Group Appointment</td>
<td>Location Provided After Scheduling</td>
</tr>
</tbody>
</table>

ETF will schedule more learning opportunities in this district later in the year. Check back for details: [http://etf.wi.gov/members/presentation_map.html](http://etf.wi.gov/members/presentation_map.html)

*Registration NOT required.*

**Related Information:**

- Online Video: [Your WRS Benefits](#) (provides the same information as the WRS Benefits for Employees Nearing Retirement presentation).
- Online Video: [New and Mid-Career Employee Orientation on Retirement Benefits](#) (provides information similar to the WRS Benefits for New and Mid-Career Employees presentation).

Receive ETF E-mail Updates - Schedule of Presentations - Northwest