

HR Initiatives

- Improve diversity outreach for position openings
- Reimagining the hiring experience: employee hiring and student hiring

Process Improvements (Current)

- Website ([www.uwsp.edu/hr](http://www.uwsp.edu/hr))
  - Recruitment page has accordion dropdowns for recruitment and hiring needs (under Recruiting)
  - Various Forms (Misc Resources>Forms)

Form	Format
Background Check Form (CBC/Fin/SHRC/POET)	Microsoft Form
Business Title Change Request	Microsoft Form
CAF-Continuing Appointment Form	Word
Compensation Adjustment Request Form	Word
FAF-Finalist Appraisal Form	Word
Funding Change Request	BP Logix
Graduate Assistant Appointment Form	Word
IRF-Interview Request Form	Word
Non-Medical-Leave Request	fillable PDF
Overload Form	Word
Personnel Action Form (PAF)	Word
Position Description Template	Word
RAF-Recommendation for FASLI Appointment Form	Word
Recommendation for University Staff Appointment Form	Microsoft Form
Relocation Stipend Request	Microsoft Form
Reports To/Time/Labor Change Request Form	Microsoft Form
Single Pay Salary Calculator	Excel
USTE-University Staff Temporary Employee Request Form	Word
Voluntary FTE Change Form	Word

- Resignation eForm (Organizational Development>Off-boarding)
- Policies (Employee Relations>Policies)
- Relocation Stipend
  - Included in welcome e-mail and contract, so plan ahead. Use the Microsoft eForm.
  - Stipends will be paid on first paycheck. Relocation payments are taxable.
- Business Title Change
  - The business title will default to the TTC title, unless approved by HR. Form available to request change. HRS limits business titles to 30 characters.
- Funding Change Form
  - This form should be used instead of the CTT tool, as it creates less work for HR and Accounting/Finance.
  - This form is to change the funding for one position at a time.
  - This form is not used to change FTE, which utilizes a different process. Please consult with your HRBP to change FTE.
- Voluntary Increase/Decrease FTE
  - An increase needs to be approved through the CBO.
  - Keep in mind, if an FTE is increased now, but an involuntary decrease is pursued later, it would be considered a layoff/non-renewal.
- Reports To, Time/Labor Main/Backup Changes
  - The Reports To in HRS drives performance management and Outside Activities Reports (OARS)
  - The Time/Labor Main and Back-up drive timesheet/leave approval.
  - All can be approvers for addl pays.
  - Use Microsoft eForm to request changing approvers.

- Single Pay Salary Calculator
  - Academic year it is based on working days, Summer and Winterim are based per credit (1/24<sup>th</sup> base).
- Form purpose and routing guidance
  - Many scenarios laying out an intended action, the form(s) needed, and the DocuSign routing guidelines.
- Rule of Thumb: Work with HRBP first before filling out forms
  - In an effort to avoid rework on your part, we want to ensure you have the correct forms for the correct process.
- Mandatory HR Orientation
  - It has been in place almost a year. Original goals were to pass along MET deadline information, benefit information, and ensure I-9 compliance.
  - Threshold has been to invite employees above .25 FTE.
- Supervisor Session
  - Revamped to offer a two-session experience. First session is core topics and the second is Performance Management deep dive.
- As needed contracts/payments
  - If an employee is going to work as needed for a period, with paperwork, we can create an as-needed contract. Either a timesheet could be set up or a PAF would need to be submitted after work needs to be paid.
- Special cases
  - When replacing or adding on to current paperwork use the HRFN to link items together.
  - PAF held until work completed or PAF able to be paid immediately.
  - Date of cancellation due to insufficient enrollment and date enrollment taken needed for contract.
  - Continuing appointment if worked one of the two previous semesters versus new appointment.


#### Process Improvements (Future)

- BP Logix New Hire Form
  - Taking last year's work of streamlining forms to make one hire form.
  - RAF, CAF, Recommendation for University Staff Appointment Form, USTE, GAF.
- Overload Form
  - Working with stakeholders to make the form applicable to general campus use.
- One-time payment form
  - Creating a form to be used to hire folks for short employment instances (guest speaker, weekend event, etc.)
- Downloadable forms transitioning to eForms
  - The goal with updating these forms is to create the foundation to transition them into eForms and Workday.

#### Expectation Setting


- Several expectations are outside of HR's control (i.e. State and Federal law/FLSA/ACA/System policy/UWSP handbook)
- Compensation adjustments
  - The form has been recently updated to simplify the reasons.
  - Work with your HR Business Partner with questions to mitigate possible rework and ensure a smooth outcome.
- University Staff Temporary Employees (USTEs)
  - Hours and end dates: USTEs are limited to 1,040 hours or 12 months, which ever comes first. To avoid being an ACA risk, our guidance is to work a USTE no more than 29.75 hours per week.
  - Timing: Be mindful of how long approvals may take, given how busy supervisors and leadership may be.
  - Benefits: USTE positions are not inherently WRS/benefits eligible, but can become benefits eligible if certain thresholds are met.
  - Pay rates: USTEs cannot be paid at a rate higher than an on-going employee in the title, without the HR Director's approval.

- Start dates
  - To ensure a proper onboarding for new employees (contract created/sent/returned, hired into the payroll system, e-mail address ready to be activated, etc.) we ask for at least 2 weeks.
- FLSA (Fair Labor Standards Act)
  - This drives if employees are hourly and eligible for overtime or salaried.
  - Based on weekly earnings. If below the threshold, could be hourly Academic Staff. Some exceptions to are teacher, doctor, lawyer.
- Benefits team/payroll team roles
  - Shared Services handles UWSP's payroll and benefits.
  - [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu)
  - [benefits@uwss.wisconsin.edu](mailto:benefits@uwss.wisconsin.edu)
- Student Help/USTE
  - Unless a department informs HR that someone is terming, we have no knowledge.
  - If a USTE terms before their excepted job end date (EJED), someone fill out the eResignation form.
  - If a student terms, please e-mail HR ([hr@uwsp.edu](mailto:hr@uwsp.edu)) for them to be termed in HRS.
  - Failure to let HR know means the employee is assigned training, causing possible repercussions for the supervisor.
- Waivers/Interim appointments
  - Waivers should be considered a last resort when hiring. It should not be used as a "trial period" for someone.
  - When hiring someone into a waived position, you jeopardize potential pay plan and their job security.
  - Waiver appointments have worked against Affirmative Action goals of broadening our workforce.
- Benefit eligibility
  - Don't promise an employee benefits.
  - If a position meets ETF thresholds (duration and FTE) they will likely become WRS eligible or possibly short-term Academic Staff benefits.
  - A person may force WRS onto a position based on when they left UW System employment.
  - Rehired Annuitants need to fill out a rehired annuitant form every time they are contracted. Be cautious with rehired annuitants because you could jeopardize their annuity.
- Variable FTE Guidelines
  - Faculty, Academic Staff, and Limited: It is the responsibility of the department to submit timely, separate PAFs to increase and decrease the FTE of a variable FTE employee (i.e., 1.0 for academic year, .5 for summer).
  - University Staff: No action is needed for University Staff variable FTE positions. US employees are entered into HRS at their average FTE.
- Work Location
  - Work location drives reimbursement for travel and relocation. Only one primary work location allowed.
- DIMS
  - Best practice is to wait until an EmplID is created before entering an employee in DIMS and to not use PII (SSN/DOB).
  - An overnight process after an employee is hired into HRS provides accurate data to pull.
  - DIMS can activate new accounts, reactivate/inactivate accounts, request deactivations of accounts, transfer employees to different departments, change work addresses.
  - HR changes System and business titles.



**UW System Employee Benefits Counseling**

**One-on-one Virtual Benefits Counseling for:**  
 Insurances, paid leave, retirement plans  
 New hire enrollment  
 Life event changes  
 Annual Benefits Enrollment  
 End of employment, including retirement



**Website:** [wisconsin.edu/ohrwd/benefits](http://wisconsin.edu/ohrwd/benefits)

**Email:** [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu)

**Phone:** (888) 298-0141    **Fax:** (608) 890-2327

**Hours:** Monday-Friday, 7:45 am - 4:30 pm

## FYI/Resources

- EAP (Employee Assistance Program)
  - Provides employees and members of their household with confidential resources to address personal/work-related concerns, assist with legal/financial situations or help with work-life balance.
  - Access to EAP services is employer-paid and free to you as an employee.
  - They provide assistance more than just drug and alcohol abuse counseling. They can assist families with finding reliable childcare, finding eldercare, legal services, such as last wills, and convenient services, such as finding someone to walk your dog, and event and travel planning.
- EDIB (Equity, Diversity, Inclusion, and Belonging)
  - There is an EDIB resource page for you to learn more about the topic.
  - Items include articles or books to read, videos to watch, podcasts to listen, and a number of ways to take action.
- FMLA (Family Medical Leave Act)
  - WI State and Federal regulations – employer is obligated to notify employee if FMLA eligible
  - If an employee is off work > 3 days due to medical reasoning, contact HR or guide the manager or employee to contact HR.
  - FMLA and accrued paid leave usage are two different things working concurrently with each other.
  - Per UWS Sick Leave Policy, return to work note required if off work for medical reasoning > 5 consecutive work days.
- Performance management
  - [Performance Management webpage](#) provides the details for completing performance reviews. This page includes general and troubleshooting tips.
  - Performance Review refresh/training for managers will be available this fall, communication for logistics coming soon.
  - Staff hired prior to 2023 need to have a performance review complete by December 31<sup>st</sup>.
  - Staff hired in 2023, will use the 2024 documents when available to Define Criteria and move through the performance process in 2024.
- Volunteers
  - [Volunteer webpage](#)
  - Individuals who provide service to the university who are not active employees, students, or contracted for partnership are considered a volunteer. Ensure that the volunteer process is followed and that the appropriate documents are on file with HR prior to a volunteer starting their service.
- Ivanti
  - HR is still using Ivanti, which creates a ticket for the submitter to track progress.
- [Standard Job Library](#)
  - A standard job description describes work at a high level and connects UW job titles to similar job titles in the market.
  - You can search job families, subfamilies, and titles, as well as view salary ranges.
- Open enrollment
  - Annual Benefits Enrollment (ABE) period is from September 25, 2023, to October 20, 2023
  - Changes effective January 1, 2024
  - Website: <https://www.wisconsin.edu/abe/>
  - Very few changes this year.
    - State group health premiums are moving to current month deductions.
  - Enroll/re-enroll through Self Service for: Flexible Spending Account (FSAs), Health Savings Account (HSA), State Group Health Insurance Opt-Out Incentive.
  - Make your benefit elections online through Self Service, available through your myUW portal by 4:30 p.m. on October 20, 2023.
  - For specific questions regarding benefits, please reach out to [benefits@uwss.wisconsin.edu](mailto:benefits@uwss.wisconsin.edu)
  - Benefits & Wellness Fair this Thursday, October 5, 2023, 10:00 am to 2:00 pm, Laird Room.
  - WellWisconsin program-\$150 Wellness Incentive: deadline October 13, 2023