

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)
 - Recruitment page has accordion dropdowns for recruitment and hiring needs (under Recruiting)
 - Resignation eForm (Organizational Development>Off-boarding)
 - Policies (Employee Relations>Policies)
 - Process Improvement lists most recent updates to forms (HR Initiatives>Process Improvement)
- Form names
 - Phasing out form numbering – utilize new form shorthand (i.e., IRF, FAF, etc.)

Name	Long Name	Former Name
N/A	Position Posting Supplemental Form	Form 1/US Hiring Form
N/A	Search and Screen Committee Composition	Form 3
N/A	Recruitment Plan	Form 4
IRF	Interview Request Form	Form 7
FAF	Finalist Appraisal Form	Form 9
RAF	Recommendation for Faculty or Academic Staff Appointment Form	Form 10
GAF	Graduate Assistant Recommendation Form	N/A
PAF	Personnel Appointment Form	N/A
CAF	Continuing Appointment Form	N/A

- Interview Request Form (IRF)/ Finalist Appraisal Form (FAF)
 - Clearer signature path (removed VC signature from IRF) to speed up the process and DocuSign routing directions

SIGNATURE APPROVAL (Route via DocuSign):	
Department Chair/Unit Head	Date <input type="text"/>
Dean/Director	Date <input type="text"/>
HR Use Only:	
HR Director	Date <input type="text"/>

DocuSign Routing

- 1 – Department Chair/Unit Head – “Needs to sign” and date
- 2 – Dean/Director – “Needs to sign” and date (make sure to follow College or Division approval processes)
- 3 – hr@uwsp.edu – “Receives a copy”

- Recommendation for University Staff Appointment Form
 - Use this eForm when hiring University staff. This can be found under Recruitment Forms>Recruiting Process.
- Rule of Thumb: Talk to 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.

Process Improvements (Future)

- Recruitment Pre-Posting
 - Information previously collected on the Supplemental Form will now be collected on the HR Position Request and Position Description, eliminating the Supplemental Form.
 - This means a few more fields to fill out on the position request and PD, but less to no duplication to get a position posted.

- Recommendation for Faculty or Academic Staff Appointment Form (RAF)
 - Incorporated PAF/funding and waiver reason to this form, now needing one form instead of three.
 - New waiver reasons
 - Insufficient time to search
 - .25 FTE or lower position (Note: Non-instructional positions: The average hours worked are equal to or less than 10 hours per week or 43 hours per month)
 - Duration: Less than or equal to 1 year position
 - Specific Titles: Grad Assts (Research or Teaching), Teaching Supervisors, Teaching Assistant, Visiting Professor, Distinguished Faculty
 - Named in Grant
 - Can use either method until November 1st, then former method retired.
- Continuing Appointment Form (CAF)
 - Incorporated PAF/funding and waiver reason to this forms, only needing one form now.
 - New waiver reasons
 - Can use either method until November 1st, then former method retired.
- Funding Change Form
 - 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.

Employee

Employee EmplID 00343312 UWSPID 10013600

Select	Job Description / Code	Department	Position Number	Empl Rcd	FTE	Expected End Date	Earnings Code	Primary or Secondary Job	Funding String	Fund Manager	Comp Rate	Percentage of Selected Appointment
<input type="checkbox"/>	HR Coordinator - HR045	HUMAN RESOURCES - K153100 Reports To: Roesler, Eric 00921121	02085876	0	1			P	102-153100-1-STP	Roesler, Eric ID 921121	<div style="background-color: black; width: 20px; height: 15px;"></div>	100
Total 0% ! Must total 100 percent												

6-Dig. Dept. 7-Char. Proj. + Add - Clear Lookup


Fund	Dept. Name / ID	Program	Project	Fund Manager	Percentage	Remove
102	Human Resources / 153100	1		Roesler, Eric ID 921121	<input type="text" value="0"/>	<input type="button" value="X"/>
102	Chancellors Office / 10100	1		Manzke, Rob ID 246623	<input type="text"/>	<input type="button" value="X"/>
Total 0% ! Must total 100 percent						

- Relocation Stipend
 - Relocation payments will change to stipend instead of reimbursement (this alleviates the need to use approved carriers, allow faster payment, etc.).
 - Included in welcome e-mail and contract, so plan ahead. Please use the eForm.
 - Stipends will be paid on first paycheck. Relocation payments are taxable.
- Downloadable forms transitioning to eForms
 - The goal with updating these forms is to create the foundation to transition them into eForms.

Expectation Setting

- Several expectations are outside of HR's control (i.e. State and Federal law/FLSA/ACA/System policy/UWSP handbook)
- New Hire/Onboarding
 - Departments and managers are responsible for assisting in compliance to ensure employees complete the required items for employment.


- Reference the quick guide handout to support you.
- Job Related Reference Check, Sexual Harassment Reference Check, Criminal Background Check (CBC), Financial Check, Post Offer Pre-Employment Screening (POPE), I-9, Driver's authorization/ vehicle use agreement, Mandatory Employment Training (MET) Courses, New Employee Safety Training
- Position of Trust (POT)
- Benefits team/payroll team roles
 - Shared Services handles UWSP's payroll and benefits.
 - payroll@uwss.wisconsin.edu
 - 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) for them to be termed in HRS.
 - Failure to let HR know means the employee is assigned training, causing possible repercussions for the supervisor.
- 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.
- Use newest versions of forms and correct forms
 - Beginning November, the expectation is to use and submit the new forms.
- 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.
- Search committees: supervisor vs hiring authority guidance
 - For HR to protect you/department/unit, not only is it best practice to not have the hiring authority or supervisor on a FASLI search committee, but it also helps to eliminate the unconscious bias of a hiring manager and ideally ensure a fairer search. The hiring manager/supervisor can participate in the interview process of the recruitment.
- Increase/decrease FTE
 - If there is going to be an increase or decrease in FTE, consult with your HRBP to navigate this process.
 - Points to consider are employee category (FASLI or University Staff) and voluntary versus involuntary.
- 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 eForm to request changing approvers.
- 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.



UW System Employee Benefits Counseling

One-on-one virtual employee benefits assistance

Benefits and insurance
 Life event changes (Marriage, Divorce, Birth, Employment Changes)
 New hire benefit counseling
 Annual Benefit Enrollment counseling
 Retirement plans (WRS, 403(b) SRP, 457 WDC)
 Retirement and end of employment counseling



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

Website: wisconsin.edu/ohrwd/benefits

Phone: (888) 298-0141

Email: benefits@uwss.wisconsin.edu

Fax: (608) 890-2327

- DIMS can activate new accounts, request deactivations of accounts, transfer employees to different departments, change work addresses.
- HR will change System title and business title.

FYI/Resources

- HRBP Outreach
 - In Fall/Winter of '22, the HR Business Partners would like to meet with each of their areas to discuss staffing updates, collaboration opportunities, and any other HR matters that may be upcoming within the departments. Additional information will be provided TBD.
- FMLA
 - 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.
 - FMLA and accrued paid leave 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 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 in October, communication for logistics coming soon.
 - Staff hired prior to 2022 need to have a performance review complete by December 31st.
 - Staff hired in 2022, use the 2023 documents to Define Criteria and move through performance management into 2023 with a performance review to be completed in 2023.
- 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
 - Alemba will be replaced in November with a new ticketing system, Ivanti, similar to the benefits and payroll ticketing system. Primarily IT and HR will be using it.
- HR Forum/Yammer
 - Interactive, asynchronous, searchable tool for information and FAQ.
- Open enrollment (inc. WEA Trust departure)
 - Annual Benefits Enrollment (ABE) period is from September 26, 2022, to October 21, 2022
 - Changes effective January 1, 2023
 - Website: <https://www.wisconsin.edu/abe/>
 - WEA Trust will not be available.
 - Remaining/new qualified plans in Portage County: Aspirus, HealthPartners, Network Health, Security Health (new for 2023)
 - 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 21, 2022.
 - For specific questions regarding benefits, please reach out to benefits@uwss.wisconsin.edu
- TTC
 - Career progression
 - Promotion