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The SHR Quarterly

NEW & NOTEWORTHY

Mission Statement

To support the Department of Military Affairs with quality, timely and effective services based on principles of honesty, integrity and the highest ethical standards.

Visit the WING-SHR website at www.dma.wi.gov, Department Operations, State Human Resources. This site is a great resource of information and service to the general public and our internal customers -- employees and supervisors.

Additional sources of valuable information are the OSER website (Office of State Employment Relations) at www.oser.wi.gov as well as ETF (Employee Trust Funds) at www.etf.wi.gov.

A spring day feeds the whole year.
-- Russian Proverb

Performance Evaluations

The annual performance evaluation period is approaching. Your immediate supervisor will be arranging and conducting performance evals during the months of May and June. Employees and supervisors are encouraged to take an active role in this activity to best obtain the benefits of this professional dialog. Performance evaluations offer the following opportunities for employees and supervisors:

- Identify and discuss the employee's successes and challenges which occurred in the past year.
- Reflect upon observations and experiences from the past year as a way to generate ideas for improving/maintaining individual performance and satisfaction, relationships, and programmatic efforts.
- Discuss changes in position assignments, duties, and responsibilities. This is a great time to look over position descriptions to ensure accuracy.
- Identify needs for job training, as well as interest in career development activities and job growth.
- Look forward to the next annual cycle and set new, or confirm existing, goals and expectations.

Preparing adequately for the performance evaluation, well in advance, is critical to maximize the potential of this activity. Resources are available to assist the employee and supervisor in preparation for the annual performance evaluation. Please visit DMA's web site at http://dma.wi.gov to find these resources. At the home page, click on State Human Resources, and then click on The SHR Quarterly, to find the supplements to this March 2008 newsletter. The supplements include two "review checklists", one for the employee and one for the supervisor. These checklists include a variety of suggestions on how you can prepare for the performance evaluation.

Comp Time Carryover From 2007. Employees belonging to the WSEU and SEA bargaining units must use their 2007 carryover comp time by April 30, 2008. Employees belonging to WPEC, WSP and Crafts bargaining units have until June 30 to use their carry over comp, and non-represented (non-supervisors and supervisors) must use their 2007 carryover comp by December 31, 2008. Any carryover comp balances not used by the deadline will be paid out to employees.

Vacation Carryover From 2007. Unless you are an employee on an original six-month probation, your 2007 carryover vacation must be used by June 30, 2008 or it will be lost.

Extra Payday in 2008!

Good news for DMA state employees. There will be 27 paydays in calendar year 2008 rather than the usual 26! This phenomenon occurs approximately once every ten years.

Following are a few things you may want to consider/plan for: · Your 2008 income for Wisconsin Retirement System and Social Security purposes will be higher. · Your 2008 income for State Group Life Insurance purposes will be higher, which may put you up to the higher "thousand", resulting in higher 2008 coverage AND 2008 premiums. · Your 2009 Income Continuation premium may be increased slightly with the additional pay period. · There is no projected impact on Hartford Accidental Death & Dismemberment Insurance or Epic Life Insurance. · If projecting your income for credit applications, you may want to remember the increased income. - If you participate in Deferred Comp and are contributing the maximum eligible amount, you may wish to review your account in October/November so as not to contribute over the limit with the additional pay period.

Family Emergency Planning

When severe weather strikes or an emergency happens, it is important that you and your family know what to do and where to go for safety. Every family should have a disaster plan. In addition, there are some basic items you should stock in your home such as water, non-perishable food, first aid supplies and special items. Keep the items that you would most likely need during an evacuation in an easy-to carry container and store on a shelf in the basement or closet. Visit the web site for Wisconsin Emergency Management (a division of DMA) which has guidance and links to terrific resources for personal preparedness. Check it out at: http://dma.wi.gov. Another great site for emergency planning is http://www.ready.gov, sponsored by US Dept of Homeland Security.

Preventing Slips, Trips & Falls

Every year we have numerous incidents of people slipping, tripping and falling in and around our facilities. Winter isn't going away any too quickly and all the snow we have been getting causes a greater potential for people to slip, trip and/or fall. Falls cause numerous injuries every day. But they are amongst the easiest hazards to correct.

Don't be in a hurry: be aware of your surrounding and don't take short cuts. Always use sidewalks and the cleared paths in parking lots. Never walk between parked cars and be especially careful when stepping to different levels – down or up steps or from curbs (don't step on snowy curbs). Slow down and walk sure-footedly. Pay attention to your step: avoid injuries by paying attention to where you are walking.

Clean up spills: slippery surfaces don't appear dangerous until you happen to step on them, and then it's too late. If you spill or notice a spill clean it up immediately. Don't walk around with uncovered beverages - coffee cups included! Practice walking safely: If you can't avoid walking on slippery or wet surfaces, practice walking safely across them. Take slow, short steps with your toes pointed slightly outward. For additional balance, keep your hands at your sides (not in your pockets). Remember that a freshly polished floor can also be slick even though it doesn't appear hazardous.

On those wet sloppy days take extra care to stomp off and wipe your feet. Shake your umbrella off before entering the building. (Use extra caution when transferring from carpeted areas to tile floors, your shoes may still be wet) Wear the proper footwear during bad weather especially when walking outside. Wear shoes that provide good gripping soles. Slick leather, plastic or smooth surfaced soles on shoes will increase the risk of slipping. Avoid high heel shoes or boots. Over shoes with spiked or gripping soles can help prevent slips.

Military Family Leave Changes

On January 28, President Bush signed into law the Support for Injured Servicemembers Act which grants additional leave under the Family Medical Leave Act (FMLA) to employees who have family members in the military. The legislation creates two new categories of FMLA leave. The first category, Injured Servicemember Leave, is effective immediately, while the second category, Active Duty Family Leave, will not be effective until the Department of Labor (DOL) issues the necessary regulations.

Rather than go into detail of the new legislation --please note-- if you have an employee who requires time off from work to care for a Servicemember who incurred a serious injury on active duty, please contact Julie White in SHR and she will help you work through the situation following the new rules.

For a Department of Labor summary of the new amendments, follow the link: http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm.

Memorial Day
May 26, 2008

Electronic Deposit

As of February 28, a total of 387 DMA state employees were enjoying the convenience of having their checks electronically deposited into their respective financial institutions. This amounts to an incredible 85.4% of all eligible employees (permanent and LTE)! There are, in fact, more employees signing up for this option every single pay period. You will still receive an advice statement each pay period that lists all of your biweekly deductions and leave balances. With electronic deposit, you won't have to worry about making that extra trip to the bank on paydays because your check will already be in your account!

If you are one of those employees not already experiencing the security of having your check electronically deposited and would like more information on this feature, please contact DMA Payroll. Remember, it only takes two to three pay periods before you, too, can sit back and stop worrying about the weather, mail delivery, and other misfortunes that can delay your check from reaching your account!

Fools are not confined to the month of April.
-- Anon

PTAWeb deadlines. Employees have until midnight on Monday following the pay period ending date to enter time.

Supervisors have until 1:00 PM on Tuesday following the end of the pay period to approve and/or modify time for employees.

These deadlines may need to be changed to accommodate holidays but you will be informed in advance of any schedule changes.

E-Mail reminders. The PTAWeb system has automated e-mail functionality to remind employees and supervisors to complete entries and approvals. There are three e-mails sent related to time entries and approvals.

* The first e-mail is sent at approximately 12:00 PM on Monday following the pay period ending date. This e-mail notifies the 1.00 FTE employees with less than 80 hours of work/leave or leave without pay that they do not have their time entered for the open pay period. LTE's and permanent employees who are less than full time will not receive a reminder e-mail.

* The second e-mail is sent by 2:00 AM on Tuesday morning to employees who are 1.00 FTE and have not entered at least 80 hours of work/leave or leave without pay for the open pay period. A copy is sent to their supervisors. At this point employees are locked out of PTAWeb for the open pay period and the supervisor must enter hours for them. Supervisors have the responsibility to make certain their employees have accounted for at least 40 hours per week (for full time employees) each pay period. Review the Pay Period Summary and Pay Period Detail screens on PTAWeb after you finish entering time to verify the number of hours that will be paid.

* The third e-mail is sent at approximately 10:00 AM on Tuesday to supervisors who have not completed approvals for the previous pay period.

Please contact Cathy Johnson at 608 (242-3167) or Katie Esser at (608) 242-3165 if you have questions.