Classified Connection Meeting February 14, 2007

Jessica Cole welcomed everyone and asked them to introduce themselves and their department.

Mary Blaesius from Human Resources and Diversity presented **Student Payroll and KRONOS** information. The main topics covered are as follows:

STUDENT PAYROLL

1. Hire Authorization form has been updated. Use the form with the 01/07 date.
2. All hire paperwork for each new hire should be sent to HR&D in one packet to avoid confusion. Incomplete hire packets will be returned to department.
3. "Appointment" button can be used to see if a student has already been hired on campus by another department. Once in student appointment screen, "I-9" button can be clicked to see if I-9 form has been completed eliminating the need for student to complete hire forms again.
4. Useful reports:
   - **"MISC"+"APPT"** gives a listing by UDDS of students currently active on payroll. Info. can be filtered by salaried, hourly or work-study only.
   - **"MISC"+"CHECK SHEETS"** shows active hourly students.
   - **"Workstudy Balance Control"** is a report of all UW-W workstudy students and work study balances **prior** to the payroll being processed. A chance to check student balances and possibly correct before payroll is actually processed.
   - **"Dept. Workstudy Award"** gives a listing of a department's students, award balance as of last pay period and number of eligible appointments (jobs) student has.

KRONOS

1. System for entering hours worked replacing paper timesheets. Feeds into Student Payroll System eliminating the need for keying of hours.
2. Right now Residence Life and iCIT are using the program, other divisions will be brought on gradually, starting with Student Affairs.
3. To correct "phantom" punches, right click on it and make correction (change an "in" to an "out", etc.).
4. There is a learning curve for students as well as supervisors. There will be training provided for both when the time comes.
5. One main challenge is making sure students choose the correct job when punching in and don't choose a job when punching out.
6. There are ways to track the location from which students are logging in and out.

CLASSIFIED CONNECTION

Terri Parenteau presented a power point put together based on the 2005/2006 survey conducted. This power point will be presented at committee and department meetings across campus as a means of introducing the Classified Connection group and presenting its accomplishments, mission and goals.

Classified Connection Brochure was handed out. HR&D will include this resource in benefit packets which are given to newly hired classified "clerical" UW-W employees (including transfers from off campus).

Announcements

- Internet Explorer 7.1 deployment is expected over Spring Break.
- Lisa Rowland has a training class available by request to departments geared toward instructing student workers on customer service, etc.
- Professional Development Opportunity "Conference for the Office Professional" will be held in Madison on May 2nd. See Classified Connection Website for details: http://www.uww.edu/registrar/classified_connection/

Entertainment

The group was unexpectedly, but pleasantly surprised to be serenaded by a barbershop quartet as a Valentines gift to Mary Blaesius from her husband. If you weren't at the meeting, you missed something very special!

Next meeting Wednesday, March 14, 2007 8:30 a.m. in Hyer 217. Speaker will be Barbara Penington from Communication Dept. on the topic of Cross Cultural Communication.