

**School of Education Administrative Forum**

**Thursday, July 17, 2014**

**Harrison Parlor, 149 Lathrop Hall ⚫ 9:30 a.m.**

**Agenda**

* Updates & Announcements
  + BUCKY Award Winner   
    (Business Office U-Rah-Rah Congratulations & Kudos to You!)
  + MERIT Security Baseline Project – questions?
  + Questions for International Faculty & Staff Services (IFSS) Overview  
    Employment & Immigration Information  
    Jennifer Taylor  
    <https://www.ohr.wisc.edu/ifss/>
* HR and Payroll – Sarah, Staci, Christy
  + 9-month appt summer leave reports
  + Fall hires (i.e. CBC, 7-day prior-to hire, benefits, etc.)
  + ALRA
  + Rate increases for Student Assistants including Lecturer (SA)
  + WORKSHOP on ADMINISTERING GRADUATE STUDENT APPOINTMENTS\* Thursday, July 31 at 10 am, Red Gym  
    To register for this workshop, please click on   
    <https://uwmadison.qualtrics.com/SE/?SID=SV_0uinqlTpf7ulcuF>
* Financial Management – Toby
  + New purchasing card transaction management software program – 8/16/2014
  + Fiscal Year End Reports
* Facilities – Jesse
  + Space Survey
* Gifts & Grants – Beth
  + <https://www.rsp.wisc.edu/chap4/rn/rn14-2.html>

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| **Fringe Rates FY15**  UW-Madison Regular Faculty and Academic Staff | 33.7% |
| UW-Madison Regular Classified and UW-Extension Permanent Staff (Faculty, Academic Staff, and Classified) | 46.5% |
| Research Associates and Grad Interns | 23.3% |
| Research Assistants, Project Assistants, Teaching Assistants, Pre-Doc Fellows and/or Trainees | 24.5% |
| Post-Doc Fellows and/or Trainees | 15.2% |
| Limited Term Employes (LTE's) | 15.9% |
| Ad Hoc Program Specialists, Undergraduate Assistants and Undergraduate Interns | 7.8% |
| Student Hourly Employes | 4.0% |

***If there are any topics that you would like us to cover, or if you have suggestions for special guest or training opportunities that you would like to see at future forums, please let us know.***

## Melissa Amos-Landgraf Associate Dean for Administration (608) 262-4474

Staci Francis Assistant Dean for Human Resources (608) 262-6139

Sarah Gomez Rendon Human Resources Assistant Advanced (608) 262-4079

Alexa Kuehl Univ Svcs Prog Assoc, Office Mgmt, (608) 262-6138  
 HR, Bldg Svcs  
Christy Moldenhauer Human Resources Assistant Advanced (608) 262-9149

## Toby Schellhase Accountant (608) 262-1765

Beth Walsh   Assistant Dean, Gifts, Grants & Contracts (608) 263-5559

Jesse Winters Director of Facilities (608) 445-1878

**DID YOU KNOW?**

\***WORKSHOP on ADMINISTERING GRADUATE STUDENT APPOINTMENTS**  
  
Confused about tuition remission, tuition remission surcharge, and third party deferral processes for graduate student appointments?  This workshop will focus on these processes, primarily in the context of TA, PA, RA, Fellow, and Trainee appointments.  Representatives from the Bursar's Office, Central Accounting, and the Graduate School will provide overviews of the policies and detailed instructions on the relevant tuition-related forms that need to be completed.  
  
Date:  Thursday, July 31  
Time:  10:00 - 11:15  
Place: Red Gym, On Wisconsin Room  
  
To register for this workshop, please click on [this registration link](https://uwmadison.qualtrics.com/SE/?SID=SV_0uinqlTpf7ulcuF).

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# HR Design Info Session

<http://hrdesign.wisc.edu/news/hr-design-info-session-livestream/>

The June 10, 2014 session held at the Gordon Dining and Event Center can be found in the above video. A Q&A session with the audience follows the presentation from Bob Lavigna, UW–Madison’s director of human resources. Download the [slides](http://hrdesign.wisc.edu/content/uploads/2014/06/June-Info-Sessions-Final-v2.pdf) to follow along.