Nominations for Employee of the 3rd Quarter Close September 11
Nominations for the UW Staff Employee of the 3rd Quarter close on Friday, September 11, at 5:00 p.m.
The award recognizes deserving staff members for their efforts toward excellence in the workplace. Winners receive a variety of prizes and qualify for the Employee of the Year award. Nomination forms and instructions can be found on the Staff Senate website.

Staff Senate Officers for 2015-2016
Staff Senate would like to introduce the officers for the upcoming academic year, who were elected this past spring.

- **President Arron Sullivent** works in the Division of Administration, Real Estate Operations: 766-2936 | asulliven@uwyo.edu.
- **Vice President Mark Gunnerson** works in the Division of Administration, Controls Shop: 766-5573 | mgunner@uwyo.edu.
- **Secretary Lori Dockter** works in the Division of Academic Affairs, College of A&S, Dept. of Statistics: 766-4229 | dockterl@uwyo.edu.
- **Member-at-Large Kathy Kirkaldie** works in the Division of Academic Affairs, College of Arts & Sciences, Depts. of Theatre & Dance and Music: 766-2160 | kirisk@uwyo.edu.
- **Parliamentarian Susan Schulz** works in the Division of Academic Affairs, Library/Coe Reference: 766-5605 | sschulz7@uwyo.edu.

Ask A Question: How Do I Track Trainings?
Got a question about the University of Wyoming or your employment here? Ask at staffsen@uwyo.edu.

**QUESTION:** How do I track campus trainings that I complete?

**ANSWER:** You can track many of the trainings offered by the University through Employee Self-Service on WYOWEB. To obtain a listing of trainings for which you’ve signed up, including whether they were attended and mastered:

- Sign in to Employee Self Service
- Click on Main Menu at the top
- Click on the Self Service folder
- Click on the Courses and Conferences folder and select Home Page
- Click on the My Courses link (top center). Course name, date, and completion status will be shown for each of your courses.
Each month, non-exempt employees and their supervisors should adhere to this requirement except for those specific departments that have been granted an exception because they use automatic time feeds.

2. Employees are encouraged to keep a daily or weekly log of time worked for their own records and for their use in confirming the accuracy of the Report of Time Entered form that they receive.

3. If any changes are made to an employee’s timesheet, the employee and supervisor must sign or initial it to acknowledge changes in time reported on the department-held document.

4. Copies of the Report of Time Entered forms are required to be maintained by each department or unit for seven years. These forms are not kept in the Payroll Office.

5. Employees can request a copy of their Report of Time Entered forms from their department. In departments that do not generate Report of Time Entered forms, employees can make a request to review their time entered. This request should be directed to their supervisor or to department payroll personnel.

Did You Know? EAP Online Resources

UW implemented its Employee Assistance Program through provider MINES & ASSOCIATES in December 2013, and this program continues to provide not only direct, confidential, and often free services to members, but also online resources geared towards meeting the needs of employees from all walks of life.

MINES publishes a monthly newsletter, TotalWellbeing, that addresses issues such as parenting, organizational change, elder care, self-directed work teams, wellness, and so forth.

MINES also offers many work-life seminars on topics from employee/member and manager/ supervisor development to family life, personal development, health care, financial issues, elder care, and language courses. A complete list of available trainings can be found in the Complete Training Catalog.

Know Your Senators – Member-At-Large Kathy Kirkaldie

Kathy Kirkaldie is Fine Arts Coordinator for the UW Departments of Theatre and Dance and Music, where she is responsible for publicity, grantwriting, graphic design, website design and maintenance, archival work, and special projects, among other tasks. Kathy has worked as a writer/editor, scientific editor, grantwriter, publicist, freelance writer, ESL teacher, archivist, band member, and long-time youth leader, both on and off the UW campus. Kathy loves to engage in inquiry of all kinds, whether in the arts, sciences, or humanities. She is married with three young children.

While on Staff Senate, Kathy seeks to help clarify UW policies and procedures and their administration for both the Senate and its constituents; to address staff employment concerns through inquiry and communications to staff and administrators; to encourage and support opportunities for staff development, training, and advancement; and to help involve staff in campus life, including service activities and Staff Recognition Day. Kathy served as Staff Senate Parliamentarian for 2014-2015.

You can reach Kathy at kirisk@uwyo.edu or 766-2160. Have More Questions? Send an email to staffsen@uwyo.edu or call 766-5300.