



Staff Newsletter

November 2019

PARKING & CONSTRUCTION UPDATE

[Paul Kunkel](#), Director of Transportation Services, and [State Senator Chris Rothfuss](#), who served on the Task Force for University of Wyoming Housing, attended our last meeting to update us on the numerous parking and construction projects around campus and answer questions.

Wyo Hall

As many of you may know, Wyo Hall staff will be relocating to Hill Hall once the fall semester ends. The parking lot behind Wyo Hall will be closed beginning this spring. This will likely be a long term (four to five years) move, though individual departments may be moved back on main campus at a later time. Parking behind McWhinnie Hall and the annex will remain open, but may see some permit redistribution. Transit and Parking (T&P) is currently working on plans to reallocate parking spaces in the Hill Hall area from R permits to A, and for drop off and pick up of students attending the lab school.

Union Parking Lots

The upper day lot at the Wyoming Union will be unavailable starting this summer, driving more of the University community and visitors to outer lots, which will increase demand on transit services. T&P will begin looking at what resources and staff they may need to accommodate this increased demand. The east Union lot will remain open for the time being, until the planned parking garage, to be located in the Ivinson parking lot, is opened in fall of 2021.

Parking Permits

T&P is not currently planning on increasing permit costs or limiting availability of A permits, though the latter may become necessary. With the decreased availability of central campus parking, they are also considering moving to a lot-based permitting system. No plans are in place to start charging for current free lots (e.g., the lots by the baseball fields).

Employees are likely to see an impact on parking availability in their desired lots. If this causes anyone to be unable to use their purchased permit, they can turn in their permit and receive a pro-rated refund.

New Residence Halls

While the original plan called for new residence halls to be suite-style living, more current research suggests that this can lead to increased feelings of isolation and decreased student success. The new plan is to merge standard room design with suites, including more community spaces and other shared facilities, although the ultimate decision lies with the Board of Trustees. Other research has shown that the longer students stay on campus, the more successful they are. With this in mind, future stages of construction and planning will include upperclassman residences.

Impacts on the University Community

We've heard concerns from several staff that arrive at work before the buses start running, or leave after the buses stop. There are also several departments that rely on student employees working outside of the usual transit schedules. To address these concerns, T&P will expand the [Dial-A-Ride service](#), which currently operates 6:30PM – 2:00AM and uses the [TransLoc app](#).

We've also heard concerns regarding potential delays in transit due to increased usage, inclement weather, etc. T&P does not anticipate any increased delays, and will continue to adjust availability of transit as needed during construction periods.

Overall, the general goal is to have at least as many parking spaces available once construction is completed as we currently have. T&P will do what they can with increased transit options to ease the transition for everyone involved. If you have more concerns or questions, please contact your [Staff Senator](#) or email [Senator Rothfuss](#).

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 [@UWStaffSenate](https://www.facebook.com/UWStaffSenate)





Staff Senate invites you to ask any question about the University of Wyoming or your employment here. We will do our best to discover the answers from the experts on campus and publish them in the staff newsletter. You can [email](#) your questions or [use our survey form](#).

QUESTION:

After WyoCloud went live, we were told that we have to use the online catalogs, but we are now being encouraged to use vendors from Wyoming. What is the rule for buying office supplies and furniture now?

ANSWER:

From Laura Shevling, Senior Director of Financial Systems and Business Optimization:

As a state-funded institution, we like to provide our state-based suppliers with an opportunity to be involved in campus procurement, as we want to build community and relationships across the state. We also realize that state-based suppliers may not provide some of the goods/services that are required by the university. For example, the Fisher Scientific catalog may provide the best source for lab supplies. For furniture, we have Wyoming-based suppliers and we encourage campus to consider them during the procurement process, especially as purchases over \$10,000 will require two quotes, one of which could be from a Wyoming-based supplier.

We do encourage campus users to purchase supplies using the catalogs in WyoCloud, as we have reduced pricing on many of those items. However, there is no formal requirement that users must use them, and we realize that some purchases (such as services) are not available in catalog form.

Procurement is here to help you understand your more-effective buying methods, and we are always happy to help you select the best method or share our recommendations. Please always reach out directly with questions and specific scenarios. Additionally, we keep all [Procurement and Payment Services forms](#) as well as [policies and procedures](#) on the Financial Affairs website.

HOLIDAY MEAT & 50/50 RAFFLES

Each year, Staff Senate hosts raffles to help fund raise for a variety of Staff Senate initiatives. These initiatives include: supporting staff recognition events, enhancing our abilities to communicate with UW staff, supporting Senate activities and service projects, and to facilitate opportunities for UW staff to meet with administrators. Tickets are \$1 for one or \$5 for six. To purchase tickets, contact your Staff Senator or stop by the Staff Senate office in Merica Hall, room 320. [More details on the raffles can be found here!](#)



REMINDER! PEOPLESOFT HRMS WILL SUNSET 12/23/19

Employee's access to PeopleSoft HRMS is set to end on Monday December 23, 2019 by 5:00 pm. Human Resources is suggesting that all employees take this opportunity to print any needed documents through HRMS Self Service before this deadline.

THIS COULD INCLUDE:

- Previous Paychecks
- Previous Year End Tax W-2 Forms
- Performance Documents

After December 23, 2019 HRMS data will only be available to HR personnel, information can be requested by calling 307-766-2377.



HOLIDAY FOOD DRIVE

Staff Senate will be collecting food donations at locations around campus beginning Monday, December 2nd. We are also partnering with Transit & Parking Services through the [Food for Fines Program](#). We will be collecting food and accepting nominations through December 16th. [To submit a nomination, click here.](#)

Check our website [for a list of donation sites](#) (coming soon), or contact your Senator for more information. We appreciate your support!

DID YOU KNOW?

Leave Accrual Balances are now available on HCM

Employees were concerned about not being able to view leave accruals on their pay-stubs. This information has now been implemented on the HCM system. To locate your leave accruals, follow the steps below:

1. Log in to the HCM system through WyoWeb
2. Select the "Time and Absences," module
3. Select "Absence Balance"
4. Choose the type of leave you would like to view (i.e. Vacation or Sick leave)
5. Select the drop down button next to "Details," and you will be able to view accruals for each month



2019 HOLIDAY MARKET

The market will feature local vendors offering a variety of items for sale, and Staff Senate will sell tickets to its Fall raffles. Free parking and transit options will

be available during the market, a [parking map can be found here!](#) UW employees have been granted 2½ hours of release time to attend. The scheduling of release time should be a collaborative discussion between employee and supervisor to ensure the effective and efficient operation of the unit. The market will take place on Dec. 13th from 9AM-4PM at the Buchanan Center for the Performing Arts.

LIAISON REPORTS

ASUW

- Reported that students are against increased fees, parking is a big issue, and working on anti-hazing legislation.

Athletics Planning Committee

- A third course has been added to the Excellence at 7220 program – UWYO 3010, Student-Athlete Leadership Skills. There will now be UWYO courses available every semester for all students interested. [View the latest E7220 brochure here!](#)

Faculty Senate

- Reported that food insecurity issues affect 30% of UW students at some point in their college career. Would like to see more food pantries on campus.
- Working on communications issues with Administration and Board of Trustees as a result of the Great Colleges survey—have asked for ex-officio faculty and staff members on the Board.

Campus Master Plan

- Chris Maki will replace Renee Ballard on this committee.

Strategic Improvement Working Group

- The workload survey, a comprehensive survey for all benefited staff, is now available. This survey will collect important information on how workloads are affecting employees. Results of this survey will help facilitate the development and implementation of actionable improvement plans across campus. Your participation is greatly appreciated.



KNOW YOUR SENATOR

Barbra Hill

Custodial Services

Barbra Hill is a native of Laramie, Wyoming and has an Associate Degree in Art. She started working for the University of Wyoming in 2012 for the Custodial Department. In May 2019 she joined Staff Senate by completing someone else's term and with time, has learned more about what Staff Senate does. The reason she joined Staff Senate was to give a voice to other custodians that at times can be overlooked. She also wanted to be more involved at the University of Wyoming.

In her spare time, Barbra has started working for Landmark Event Staffing Services. Her first job was guarding a lobby for the Denver Broncos. Recently, Barbra has started taking as many classes on LinkedIn Learning as possible to improve her job opportunities and develop the skills she already has. She is also working on becoming an Apple Developer.

UPCOMING EVENTS

● Holiday Market

December 13th, 9AM - 4PM

Buchanan Center for the Performing Arts

[Transit & Parking Map for the Holiday Market](#)

● December Staff Senate Meeting

Wednesday, December 4th, 1:15PM

Senate Chambers in the Union

● UW Giving Day

December 3rd

[Find more information on Giving Day here](#)

● Holiday Food Drive

December 2nd - 16th

[Find more information and a link to the nomination form here](#)



Check your UW email for an individualized link to take the Workload Survey!

