



Contact Us

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3/7 Meeting Agenda

- I. Roll call
- II. Approve February minutes
- III. Approve March agenda
- IV. Guests
- IV. Administration reports
 - A. Div. of Admin.
 - B. Human Resources
 - C. Academic Affairs
- V. Officer Reports
- VI. Old Business
- VII. New Business
- VIII. Liaison Reports
- IX. Committee Reports
- X. Open forum

Dates to Remember

March 7

CAG Annual Cup & Bowl Sale

March 7

UW Staff Senate Full Meeting

March 12-16

Spring Break

March 21

Midsemester grades due

March 28

Staff Recognition Day



STAFF SENATE NEWS

February 2018

Great Colleges Survey

In March 2018 the University will participate in the Great Colleges to Work for Survey. This is a national survey administered by the Chronicle of Higher Education in conjunction with Modern Think.

The survey collects information on how the employees of the University experience their workplace, job satisfaction, collaboration in the workplace, and other similar issues. While the questions are mostly multiple choice, there are a few open-ended questions included, and employees are encouraged to write in their comments.

Survey responses are completely anonymous and will help the University Administration know what we're doing well, and where we need to improve. In a typical deployment of this survey a sampling of employees are selected to participate. However, the University has elected to pay to have all faculty and staff surveyed for this first year of survey participation. The advisory committee that worked with the President's Office on this project felt that it was important to gather as much information as possible this first year and to give each employee a chance to share their thoughts.

Following the survey this year, the committee (which includes staff representatives) will work with the President's Office to identify the most pressing issues and to begin addressing those issues. The plan is that the survey will be repeated every two years or so in order to measure our progress and identify further issues that arise. President Nichols plans to hold a town hall meeting to discuss the findings from the 2018 survey once they are available. Keep an eye out for the survey deployment emails and make sure to complete the survey so that your input can be included.



UNIVERSITY OF WYOMING

Ask A Question

QUESTION: “I have heard that HR is considering having all non-exempt staff use a time clock to enter their time. Will this impact all employees?”

ANSWER: Currently there are several departments on campus that use third party timekeeping systems. Some of these do currently use a physical timeclock where employees punch in and out at the beginning and end of their shifts. The variety of timekeeping tools in use across campus poses a problem because every month payroll staff have to upload data from each system, and the current systems do not all integrate with the WyoCloud system.

As a means of improving efficiency, UW is looking to move to one platform for use by all campus departments that currently utilize such a system. This means it will still be the case that only those departments that choose to use a system will be included. For questions on the upcoming changes to Human Resources procedures that will occur with the move to the WyoCloud Human Capital Management system, please contact the Human Resources Office at 766-2377 or visit them in Wyo Hall, Room 139.

Salary Matrix

One conversation that Staff Senate has had with the UW Administration and with the Board of Trustees multiple times in recent years concerns the salary matrix used for all classified staff positions. As you may know, the salary matrix has not been updated since 2009. The reasoning for this at the time was that there wasn't sufficient funding available to bring all current employees up to the adjusted salaries that would be reflected in an updated matrix.

Staff Senate recognizes this concern while still arguing that (1) with no updated matrix there is no path forward for bringing staff salaries up closer to market when there are funds available, (2) continuing to work with an outdated matrix makes it difficult for increases to be factored into the budgeting process since employees who are well below market will appear to be well-situated in the matrix, and (3) by starting out new staff employees below market, we will continue to fall behind and fail to be competitive for recruitment and retention purposes. The Salary Policy Task Force has included in the proposed policy a plan to update the matrix for FY19, and then continue to update it regularly moving forward. The proposed plan will be presented to the Board of Trustees in the March meeting.

Did You Know: Post-Tax Payroll Deduction Information and Saver's Credit

Post-Tax Payroll Deduction Information



The University of Wyoming Tax Office has determined that the Tax Cuts and Jobs Act that was passed by the U.S. Congress in December 2017 affects the classification of the pre-tax parking fringe benefit offered through the payroll deduction process.

Under the previous law, payroll deductions for parking fees were offered on a pre-tax basis, meaning that employees were not taxed on deductions used to pay for parking.

Effective January 2018, parking permit fees have become a post-tax item. Employees that previously utilized the pre-tax option have been transitioned to post-tax payroll deductions.

So, while utilizing payroll deduction to pay for a parking permit allows employees to pay for permits over time rather than in a lump sum, doing so will not affect the taxability of the parking permit.

The Tax Office has posted information on this change [here](#). You may also contact Casey Green in the Tax Office at (307) 766-2821 or tax@uwyo.edu. As always, if you have any questions or concerns regarding your UW parking permit, please contact Transit & Parking Services at (307) 766-9800 or tps@uwyo.edu.

Saver's Credit

If you participate in the supplementary retirement program at UW, you may be eligible for a tax credit. The Saver's Credit gives a special tax break to taxpayers with an annual household income of up to \$50,000 who are saving for retirement. This credit is in addition to other tax benefits for saving in retirement accounts. If you qualify, the Saver's Credit can reduce your tax bill. Your contributions to a 401k, 403(b), 457 plan, a Simple IRA or a SEP IRA are eligible, although you cannot claim any matching contribution made by UW. Rates vary depending on your adjusted gross income and tax filing status, but you may be able to claim the credit for up to 50% of the first \$2,000 you contribute during the year to an eligible retirement account. To read more, <https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-savings-contributions-savers-credit>

