
From: 'Cheryl Adams Kadera' via ls-dept-admins <ls-dept-admins@g-groups.wisc.edu>
Sent: Friday, January 14, 2022 12:58 PM
To: 'Dean Eric Wilcots' via ls-dept-admins; ls-payroll-admins@g-groups.wisc.edu
Subject: Next steps for Employee Choice
Attachments: Employee Choice_A Side-by-Side Comparison.pdf; Transfer via Employee Choice Form.docx; Job Aid_PVL Waiver_Employee Choice.docx

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Important

TO: Department Administrators and HR/payroll contacts

I'm writing to provide additional details and next steps for those employees that want to move forward with "employee choice". As a reminder, for university staff moving from non-exempt to exempt, there is an opportunity for those staff to switch to academic staff ("employee choice") if the employee makes that decision. A reminder that employees will not be required to switch employee categories and it will be a personal choice. If an employee is interested in switching employee category from university staff to academic staff, they should consult with the department administrator/ HR contact to formalize the plan. There is no required deadline or timeframe for employee choice requests. General information can be found here: <https://hr.wisc.edu/flsa/>

If you are ready to proceed with a request:

1. Share the attached Employee Choice Side by Side comparison information with the employee.
2. Meet with the employee to go through and complete the Transfer via Employee Choice Form (signatures needed by the employee and department administrator on page 2 & 3). Send the completed form to the HR representative and HR manager for your department/unit.
3. Submit the PVL waiver in the JEMS system and department approve. See attached job aid for further information. The PVL waiver must be department approved and all required documents received at the divisional HR office at least 4 weeks prior to the proposed effective date of the change.

If you have further questions, please contact your HR representative.

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Please note that my office has moved to 301D South Hall.

South Hall does not have an elevator. Access to offices and conference rooms on the second, third, and fourth floors is available via stairs only. If you have concerns about the location of a meeting, please contact the person convening or scheduling it. Thank you.