



Sarah Ebben
Policy Analyst

Madison, WI 53715

(248) 978-3376

sebben@uwsa.edu <http://www.wisconsin.edu>

August 8, 2025

Below, please find a listing of all new and revised UW System Administrative policies approved between July 7 and August 8, 2025. There were 33 revised UW System Administrative Policies, as well as three (3) revised UW System Administrative Procedures.

I. Revised UW System Administrative Policies

- *SYS 185, Awarding of UW System Credit in Wisconsin Schools (approved July 25, 2025)*
 - Summary of Policy and Policy Revisions
 - This policy establishes academic and financial expectations for the UW universities and participating Wisconsin schools for credit-bearing courses taught in Wisconsin schools by school instructors that have been authorized to do so by a UW university. The following revisions have been made:
 - In Section 1 and Section 7, added references to RPD 7-1, Transfer and Award of Extra-institutional Learning.
 - In Section 6.C, language regarding the reimbursement of tuition was changed.
 - “After this reimbursement, tuition will be assessed based on the tuition rates established in the prior academic year”.
 - In Section 7, updated the format of the revision history dates to match other SYS policies.
 - Throughout the policy, replaced the term “institution” with “university” where appropriate.
 - Throughout the policy, standardized references “credit-bearing courses.”
 - University Comments and Concerns
 - A commenter from UW-Stout requested clarifying language be added as to whether universities providing professional development opportunities for university faculty and Wisconsin school instructors (in Section 6.A.III) is a recommendation or a requirement.
 - Language added to Section 6.A.III to clarify that this a recommendation based on the Higher Learning Commissions’ Institutional Policies and Procedures for Determining Faculty Qualification.
 - A commenter from UW-Whitewater requested language be added to Section 6.C to state, “Concurrent and dual enrollment programs conducted under the inapplicability clause in 118.55(10) can charge a tuition rate established in an MOU with local districts.”
 - No change made. Adding this exception is outside of the scope of the current revisions. This recommendation will be considered during review of this policy by the Transfer Policy Workgroup later this year.
- *SYS 363, Change of Bank and Contact Requests (approved July 6, 2025)*
 - Summary of Policy and Policy Revisions
 - The purpose of this policy is to establish standard processes for verifying student, employee, and supplier contact and bank account information when change requests are received.
 - This policy was revised in response to the Workday implementation to update terminology related to the new system. Revisions throughout the policy are as follows:
 - Replace reference to “shared financial and payroll/benefits systems” with “enterprise application for finance and human resources management systems.”
 - Replaces references to “HRS” with “Enterprise Application for Human Resources

- Management System.”
 - Replace references to “SFS” with “Enterprise Application for Finance Management System.”
 - Add references to the procedures to Section 7, Related Documents in the policy.
- University Comments and Concerns
- As these are technical revisions, these drafts were not distributed to the universities for comment. The UWSA policy committees did not have any feedback during their review.
- *SYS 1042, Information Security: Threat and Vulnerability Management (approved August 6, 2025; Effective February 1, 2026)*
 - Summary of Policy and Policy Revisions
 - This policy and accompanying procedure set expectations for how we identify and fix known security issues in our IT systems, keep software up to date, and stay aware of cyber threats; especially those targeting the higher education sector. This policy is being revised as part of a regularly scheduled review and to incorporate feedback received from campuses.
 - The most significant update to this policy is a shift to using a risk-based approach for vulnerability management. Rather than treating all technical issues the same, this approach helps campuses prioritize which vulnerabilities to address first based on how likely they are to be exploited, the potential impact, and how critical the affected systems are to operations. Previously, decisions were based mostly on external severity ratings, which don't always reflect our specific campus environments; for example, whether a system is public-facing or supports essential services. This change supports more strategic use of time and resources and also aligns us with industry standards in this control area.
 - Finally, the remaining revisions primarily involve formatting, structural reorganization, and clarifications. For example, the original policy primarily referenced the procedure and lacked substantive standalone requirements; we've since moved key requirements into the policy itself where appropriate.
 - Specific policy revisions include:
 - Reorganized and clarified the Policy statements to introduce and distinguish the core elements of the threat and vulnerability management program, including vulnerability management, scanning, patch management, penetration testing, and threat intelligence. Previously, the policy primarily referenced the standard for these elements. Key policy-level statements have now been elevated from the standard into the policy itself, while detailed implementation requirements remain within the standard.
 - Improved the Background section to better reflect the policy's alignment with the broader UW Information Security Program and evolving threat landscape.
 - Reformatted policy layout and structure for clarity and consistency with other SYS policies.
 - University Comments and Concerns
 - There were no comments on this policy during the university distribution period.
- *SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts (approved August 4, 2025)*
 - Summary of Policy and Policy Revisions
 - The purpose of this policy is to establish guidelines for the administration of paid vacation for UW System employees. This was a technical update to this policy to align with the revisions to SYS 1212, *Sick Leave*. These revisions updated the requirement that FLSA exempt university staff submit a monthly “no leave taken” report to align with other FLSA exempt employee types (FAASLI).
 - Specific revisions to the policy include:
 - In Section 6.H.III, added “FLSA exempt university staff” to the list of employees required to submit a leave report on a biweekly basis for each period in which leave was used.
 - This change realigns the language in SYS 1210 with the updated language in SYS 1212 to avoid confusion. It does not create additional requirements for employees, since the

“no leave used” report is already required by the update to SYS 1212.

- University Comments and Concerns
 - As these were technical revisions, the draft was not distributed to the universities for feedback. The UWSA policy committees did not have any feedback during their review period.
 - On the draft policy SYS 1212, Sick Leave, a commenter from UW-Madison left a comment on SYS 1210 noting that in Section 6.E.II.1.a, the word “by” should be removed from the sentence “bank vacation by on or before September 30 of that year.”
 - Recommended change made.
- SYS 1212, *Sick Leave* (approved August 4, 2025)
 - Summary of Policy and Policy Revisions
 - The purpose of this policy is to establish parameters for the administration of sick leave for all UW System employees. It covers sick leave eligibility, accrual, usage, and reporting.
 - This is a Workday-related update. Proposed revisions are as follows:
 - In Sections 6.G.VI and 6.G.VII, add the requirement that FLSA-exempt university staff submit a monthly no-leave-taken report in the same manner as other FLSA-exempt employee groups (Faculty, Academic Staff, Limited Appointees).
 - FLSA-Exempt university staff are not subject to the sick leave accrual penalty for non-compliance, as the related statute does not specifically identify their employee category (See Wis. Stat. §40.05(4)(bp).)
 - This revision is tied to Workday’s rule system for leave management and the timekeeping treatment of FLSA exempt vs. FLSA non-exempt employees. FLSA-exempt university staff will receive reminders to certify no-leave-taken, but will not be subject to the statutory sick leave accrual cap.
 - University Comments and Concerns
 - There was one comment received from UW-Madison that noted a typo in SYS 1210, *Vacation, Paid Leave Banks, and Vacation Cash Payouts*.
 - This change was made in the July technical revisions to SYS 1210.
- SYS 1200 Series Policy Template Technical Revisions (approved August 4, 2025)
 - Summary of Policies and Policy Revisions
 - The University Personnel System policies respond to the Wis. Stat. § 36.115 directive and Regent Policy Document 20-21, *University Personnel Systems*, which delegates authority for the President of the UW System to implement and maintain a personnel system for all UW System employees except employees assigned to UW-Madison.
 - Since these policies were incorporated into the System Administrative (SYS) Policy set, the standard SYS policy template was updated. These technical revisions update the policies listed above to align with the current standards including:
 - Adding missing policy template sections, which include:
 - Section 2. Responsible UW System Officer
 - Section 3. Scope and Institutional Responsibilities
 - Section 9. Scheduled Review
 - Updating numbering schemes to match current standards
 - Updating formatting of some definitions to match current standards
 - University Comments and Concerns
 - As these were technical revisions, they were not sent to the universities for feedback. The Universities of Wisconsin Policy Committees did not have any comments during their review.

- The following policies were technically revised as a result of this initiative:
 - SYS 1202, *Equal Employment Opportunity*
 - SYS 1203, *Employment of Veterans*
 - SYS 1215, *Paid Leave of Absence for Bone Marrow and Human Organ Donation*
 - SYS 1216, *Miscellaneous Leave Provisions – Jury Duty, Voting, Election Official, Hostage Leave, and Leave Usage upon Death of Family Member*
 - SYS 1218, *Military Leave*
 - SYS 1219, *Continuous Service*
 - SYS 1227, *Standard Office Hours, Legal Holidays and Other UW System Institution Closures*
 - SYS 1229, *Rehired Annuitants*
 - SYS 1231, *Hazardous Employment Benefits*
 - SYS 1232, *Layoff for Reasons of Budget or Program*
 - SYS 1233, *Grievance Procedures*
 - SYS 1235, *Inclement Weather/Emergency Conditions*
 - SYS 1240, *Job-Related Coursework and Training*
 - SYS 1241, *Complaint Procedures*
 - SYS 1242, *Payment of Licenses*
 - SYS 1245, *Personal Internet Account Access*
 - SYS 1250, *Job Security*
 - SYS 1251, *Appointment Terms and Designation of Positions*
 - SYS 1253, *FLSA Designation*
 - SYS 1255, *Teaching Assistants Selection, Training, and Evaluation*
 - SYS 1259, *I-9 Verification*
 - SYS 1260, *Health Insurance Marketplace Notice Distribution*
 - SYS 1261, *Personnel Files*
 - SYS 1262, *Labor Relations and Collective Bargaining Procedures*
 - SYS 1270, *Optional General Payroll Deductions*
 - SYS 1285, *Transition of Classified Staff to University Staff*
 - SYS 1286, *Effect on WRS Service, Accrued Leave & Continuous Service When Moving To and From UW System Institutions or Agencies*
 - SYS 1292, *Workplace Conduct Expectations*

II. Revised UW System Administrative Procedures

- [SYS 363.A, Enterprise Application for Finance Management System Change Requests of Bank and Contact Information](#) (approved July 6, 2025)
 - Summary of Procedure and Procedure Revisions
 - This procedure outlines the processes through which changes to suppliers in the UW System's enterprise application for finance and human resources management system are to be verified in compliance with [UW System Administrative Policy 363, Change Requests of Bank and Contact Information](#).
 - This procedure was revised in response to the Workday implementation to update terminology related to the new system. Revisions throughout the policy and procedures are as follows:
 - Replace references to "shared financial systems" with "enterprise application for finance and human resources management systems."
 - Replace reference to "SFS" with "Enterprise Application for Finance Management System."
 - Replace reference to "HRS" with "Enterprise Application for Human Resources Management System."
 - University Comments and Concerns
 - As these are technical revisions, these drafts were not distributed to the universities for comment. The UWSA policy committees did not have any feedback during their review.

- *SYS 363.B, Enterprise Application for Human Resources Management System Change Requests of Bank and Contact Information for Employees* (approved July 6, 2025)
 - Summary of Procedure and Procedure Revisions
 - This procedure outlines the processes through which changes to employee bank (direct deposit) and contact information in the UW System's enterprise application for human resources management system are to be verified in compliance with UW System Administrative Policy 363, *Change Requests of Bank and Contact Information*.
 - This procedure was revised in response to the Workday implementation to update terminology related to the new system. Revisions throughout the policy and procedures are as follows:
 - Replace reference to "HRS" with "Enterprise Application for Human Resources Management System."
 - Replace reference to "human resource systems" with "enterprise application for human resources management system."
 - Replace reference to "SFS" with "Enterprise Application for Finance Management System."
 - University Comments and Concerns
 - As these are technical revisions, these drafts were not distributed to the universities for comment. The UWSA policy committees did not have any feedback during their review.
- *SYS 1042.A, Information Security: Threat and Vulnerability Management Standard* (approved August 5, 2025; effective February 1, 2026)
 - Summary of Procedure and Procedure Revisions
 - This procedure and associated policy set expectations for how we identify and fix known security issues in our IT systems, keep software up to date, and stay aware of cyber threats; especially those targeting the higher education sector.
 - Specific procedure (standard) revisions include:
 - Removed the following sections:
 - 4.A Roles and Responsibilities – Defining roles and responsibilities in a standardized way is challenging across campuses due to variations in organizational structure and how responsibilities are assigned.
 - 4.B.VI Documentation and Metrics – Documentation and metric requirements are now incorporated, where appropriate, into each respective policy and standard section.
 - Emphasized a risk-based approach to vulnerability management, prioritizing remediation based on likelihood and impact of exploitation, asset criticality, and operational context.
 - Clarified that remediation timelines begin upon initial detection and availability of a patch or viable mitigation.
 - Clarified authenticated vulnerability scanning is a recommended best practice, with specific guidance on when it is recommended.
 - Reformatted standard layout and structure for clarity and consistency with other SYS policies.
 - University Comments and Concerns
 - A reviewer noted a potential conflict between 1042.A subsection A.I.2.b, which presents remediation timelines as guidelines, and 1042.A subsection A.I.2.f, which outlines a formal exception process.
 - To resolve this, we clarified the language in A.I.2.b to state that the default timelines serve as a baseline and that any deviations must follow the exception process described in A.I.2.f. We also revised the vulnerability severity descriptions to emphasize that classification is based on contextual risk factors, with examples provided as guidance rather than strict criteria.

III. Policies in the Final Stages of Revision

- *SYS 320, Internal Service Entities/Chargebacks*
- *SYS 650, Public Records Management Roles and Responsibilities*
- *SYS 910, Leasing*
- *SYS 910.A, Leasing Process; Board of Regents as Lessee*
- *SYS 910.B, Leasing Process; Board of Regents as Lessor*
- *SYS 920, Standards Manual for UW Managed Capital Projects*
- *SYS 999.A, Acquisition of Real Property Process*
- *SYS 999.B, Sale of Real Property Process*
- *SYS 1290 Guidance: (Code of Ethics) Nepotism and Consensual Relationships*