Hello Warhawk Family!

There was a time when we thought we would never see Spring – WELCOME SPRING(!!) and safe travels to those who will be taking time to visit with family and friends within the next couple of weeks.

Regards,

Janelle A. Crowley, Ph.D.
Chief Human Resources Officer
Human Resources & Diversity

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Talent & Acquisition Highlights

Performance Evaluations Due!
Per UW System policy, employees are to have a performance evaluation done on a yearly basis. Last year’s deadline to qualify for the biennium pay plan was January 15th; therefore it’s that time of year again to work on performance evaluations, with submission by April 30, 2019. This is also a great time to update position descriptions. Please submit to performance@uww.edu.

Title & Total Compensation
For more information on the title and total compensation project, please visit: (https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/) for valuable resources and information.

Access & Training
For employee access to HR platforms (e-rehire, change of status, etc.), have your supervisor email your designated HR liaison. Additionally, if you wish to have a brief training or overview on these platforms, please reach out – we are happy to assist!

Fall Semester is Quickly Approaching!
Please start preparing for Fiscal Year 2020 and fall or academic year 2019-20 rehires by completing E-Rehires for those individuals who will be returning in for Fiscal Year 2020 and fall or academic year 2019-20. If classes are enrollment-based, please contact HR for assistance in preparing these rehire requests. Please see the E-Rehire application here: http://www.uww.edu/adminaffairs/hr/rehire.

WARHAWK AWARDS

Warhawk Way Award
“Goes ‘above and beyond’ to always do the right thing.”

Elizabeth Woolever, Recipient
Lance Fredrick, Supervisor
Risk Management & Safety
Grace Crickette, Vice Chancellor
Administrative Affairs

Go the Extra Mile Award (GEM)
“Specifically goes the extra mile to help students on campus.”

Katie Patterson, Recipient
Todd Carothers, Supervisor
Financial Services
Grace Crickette, Vice Chancellor
Administrative Affairs

HR&D Talent & Acquisition Team
Amy Sexton
Allyson Nysted
Kai Instefjord
Victoria Johnson
BENEFITS & PAYROLL

ANNOUNCEMENT!!!

We are excited to announce that in an effort to streamline email inquiries, avoid duplication of effort, and shorten response time, we have established two new subject-matter email accounts. One is for all Benefits-related inquiries and the other is for Payroll inquiries. These two new email accounts are now active and are monitored continuously. We request that you please send your questions to only one of the following email addresses. Multiple emails delays response time.

For information on benefits, FMLA, life events, retirement counseling, etc. please send your questions to: Benefits@uww.edu.

For questions regarding payroll, earnings statements, funding, timesheet entry and approvals, leave reporting, etc. please email: Payrollsupport@uww.edu.

BENEFITS Bulletin

FEI’s February Webinar

Tune into FEI’s March Webinar on March 20th – Understanding the Food-Mood Connection.

To register, visit: https://images.magnetmail.net/images/clients/ACF_/attach/FEI/FEI_AnnualPromo/2019_AP_Calendar_FINAL.pdf

TASC Request for Documentation

As you start using your FSA/Limited Purpose FSA or HSA you may start to receive emails from TASC requesting documentation to substantiate a transaction. The email will provide you with a link to your online account where you can upload copies of the requested receipts. TASC has suggested to also provide EOBs (Explanation of Benefits) whenever possible to help substantiate the claim. The EOB contains coding information that TASC can use to better expedite the process of substantiating your claim.

If you have questions regarding what to do you can also contact TASC directly at 844-786-3947.

Spring is when you feel like whistling, even with a shoe full of slush.

March 20

Understanding the Food-Mood Connection

It’s now generally accepted that a high-processed, high-sugar and low-nutrient diet contributes not only to poor health but also directly impacts mental and emotional well-being. How did we get here and, more importantly, how can we turn things around? Empower yourself with the knowledge and resources you need to begin the journey toward a healthier and happier you.

Presented by Julie Sharp, LPC
Account Manager, FEI Behavioral Health
BENEFITS (con’t)

Life Events
If you have changes in your family or employment structure you will want to be sure to let the Benefits office know within 30 days of the change so that your benefits can be reviewed for any potential impacts. For a complete list of Life Events and their impacts on your benefits please visit the Benefits website for current employees: http://www.uww.edu/adminaffairs/hr/benefits/current-employees.

Trouble with StayWell’s gift card redemption
StayWell is currently running into a system issue with the gift card redemption on the web portal.
We are uncertain on the timeframe for correcting it at this time.
Everyone who completes the 3 activities will be notified when everything is updated and they can claim their gift card in the portal. There is an alert on the StayWell portal.

Who is Coming to Campus?
March 19, 20 and 21st Gary Praznik from Health Choice, the Long-Term Care provider, will be on campus from 9am-4pm each day and available to meet with employees to discuss personalized long-term care benefit options.
Contact Gary at 608-833-5823, or email gpraz@healthchoice.com to schedule a personal, one-on-one consultation.

New Benefits Email
Starting March 1, 2019
Please send all benefit emails to the Benefits email address: Benefits@UWW.edu.
PAYROLL: Notes & Reminders

Overload Payments / Change of Status Forms (COS)

Overloads are generally paid in two installments based on the chart below. Per the Overload Policy Principles, COS forms received in Human Resources by the 8th of the month will be guaranteed payment on that month’s overload payroll schedule. COS forms received late may not be processed until the following month, or until the next scheduled payroll for overload payments.

Please see the “Overload Policy Principles” document on the Human Resources website: http://www.uww.edu/adminaffairs/hr/hr-overload.

<table>
<thead>
<tr>
<th>Term</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Payment</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Payment</th>
<th>Notes:</th>
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<tbody>
<tr>
<td>Fall Semester - Multiple payments</td>
<td>1-Nov</td>
<td>1-Feb</td>
<td>If adjustments are needed, they will be paid on the second payment</td>
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<td>Fall Semester - Single payment</td>
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<td>1-Feb</td>
<td>Payment will be made after the work is completed</td>
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<td>Winterim</td>
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<td>1-Feb</td>
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<td>Spring Semester - Multiple payments</td>
<td>1-Mar</td>
<td>1-Jun</td>
<td>If adjustments are needed, they will be paid on the second payment</td>
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<td>Spring Semester - Single payment</td>
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<td>1-Jun</td>
<td>Payment will be made after the work is completed</td>
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<td>Full Year - Multiple payments</td>
<td>1-Nov</td>
<td>1-Jun</td>
<td>If adjustments are needed, they will be paid on the second payment</td>
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<td>Full Year - Single payment</td>
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<td>1-Jun</td>
<td>Payment will be made after the work is completed</td>
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PAYROLL (con’t)

Did you know? JURY DUTY

Employees summoned for jury duty are permitted to be absent from work during standard office hours. Faculty, academic staff, limited, and university staff employees are entitled to leave with pay. UW earnings are not reduced by any pay the employee receives for jury duty service.

University staff employees report normal work hours on their timesheet. Employees with night schedules will report standard work hours (7:45 – 4:30p.m.) on days reporting for jury duty. University staff-temporary employees are entitled to leave without pay.

When required to report for jury duty, employees must follow their usual process to report their absences to their department/supervisor. Employees should obtain a statement from the Clerk of Courts verifying their appearance each time they report for jury duty and submit these statements to their supervisor.

Please contact Payroll with any questions.

WARHAWK AWARDS

Out of the Box Award

“Goes out of their way to help other departments on campus.”

Ken Lindholm, Recipient
David Soliz, Supervisor
Greg Swanson, Director
Facilities, Planning & Management

Grace Crickette, Vice Chancellor
Administrative Affairs

~ POLICY UPDATE ~

Spring is a time of change and there are a number of changes pending for the UW System. One is the integration of policies, which began in 2015. The University of Wisconsin System Administration [UWSA] will now begin the process of migrating the University Personnel System Operational Policies [UPS] into the University of Wisconsin System Administrative Policies [SYS] policy set. This entails transferring UPS policies from PDF to webpage format, with the ultimate goal to make policies more accessible and understandable. This of course, will require campuses to update their own policies, by updating links, etc.
Human Resources & Diversity Subject Matter and Office Contact Info.

**HR&D Subject Matter Experts**

<table>
<thead>
<tr>
<th>Subject Matter Expert</th>
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<tbody>
<tr>
<td>Connie Putland</td>
<td>ADA Employee Relations</td>
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<td>Assist. Chief Human Resources Officer</td>
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<td>Amy Sexton</td>
<td>Recruitment Process Mgmt. Compensation Studies</td>
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<tr>
<td>Human Resource Specialist</td>
<td>New Employee &amp; Rehire Contracts</td>
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<td>Change of Status</td>
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<td>Kai Instefjord</td>
<td>Student Employment &amp; Camps Contracting</td>
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<td>H.R. Assistant</td>
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<td>Margaret Wheeler</td>
<td>Immigration</td>
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<td>Immigration/AA Specialist</td>
<td>Interim Title IX Coordinator</td>
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<td>Reggie Brown</td>
<td>Payroll</td>
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<td>Payroll &amp; Benefit Specialist-Advanced</td>
<td>Absence Management</td>
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<td>Unemployment</td>
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<td>Int’l Student Employment</td>
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<tr>
<td>Stephanie Hartmann</td>
<td>Benefits, FMLA, Wellness, Resignations, Retirements</td>
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<tr>
<td>Benefits Specialist</td>
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**UW-Whitewater Diversity Statement**

UW-Whitewater is committed to seeking and sustaining a culturally and ethnically diverse campus environment, building a diverse faculty and staff with expertise and interest in serving students with diverse needs, backgrounds, ethnicities, abilities and other distinct characteristics in respectful, sensitive and understanding ways. It is an expectation of all employees to interact in respectful, sensitive, and understanding ways with all colleagues, staff, students, and guests of the university.

A link to our Workplace Conduct Expectations:
[Workplace Conduct Expectations Policy](#)

**Proposed and Pending Pay Plan: 2019-2020**

In order to plan ahead for the 2019-2020 biennial budget, especially with a proposed and pending pay plan, it is essential to have a performance evaluation on file for all employees. At this time, for all non-instructional staff, a performance evaluation must be on file. Human resources is asking for performance evaluations to be on file on or before April 30th.

If you have any questions, the University of Wisconsin System UPS Operational Policy: TC-4 should be posted soon, with few updates. Please review the memo for UW-Whitewater.

The Provost’s office will be providing information for all instructional staff.