

OFFICE OF HUMAN RESOURCES & DIVERSITY'S *NEWS & NOTES*

OHR&D Monthly Newsletter

In This Issue

America Saves Week	4
Audits, Audits & More Audits	4
<i>Timely employee On- & Off-Boarding</i>	
Changing TSA/WDC Elections	3
Correct Address for Tax Time	5
Delta Dental Enrollment (extended)	3
End-of-the-Year Considerations	3
Personal Info. / Benefit Preference	
Beneficiary Designations	
Final Work Day (Grad. Students)	2
Honoring Immigration Symbols and Immigrants	5
Inter-Institutional Agreements	6
Leave Carryover Deadline Dates	4
New NR&D Employees	7
New Year Calendars (ACA/Univ.)	4
Refreshed Onboard Experience	2
Rehire Reminder	2
Resignations/Retirements	2
Standard Job Descriptions	6
Survey: Employee Benefits Preferences	5
TASC Unsubstantiated Claims	3
Title/Total Compensation Project	6
Upcoming ETF Webinars	3
UW-W Diversity Statement	7
W-2 & 1095-C – New Distribution(^)	5
“Warhawk Way” Award Honorees	6
WRS Rate Reduction	4

(^) = *includes link to additional resources*

Happy Holidays!

There are many reasons to celebrate this time of year; however, it is important to take a few minutes to pause and celebrate accomplishments. Take a look at the graduates who will be walking across that stage! You helped with that success. As a learning organization, let’s not forget why we are all here – to inspire, engage and transform. Chancellor Kopper said it best, “We value the perspectives of our diverse community...” and with that said, please take time over the holidays to celebrate your successes and value those around you – they too have helped with your success.

Happy Holidays to everyone and best wishes for a wonderful 2019!

Regards,



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



Talent & Acquisition Highlights

Final Date of Employment: 12/22/2018

For all student's graduating this December

- This is also the end of the December B, Bi-Weekly Payroll. Please begin using the 2019 Bi-Weekly Pay Schedule for Pay Period's and Pay Dates beyond this date.

Along with knowing end dates, I ask that you please pay close attention to your student's start dates. With the holidays approaching and schedules assured to be chaotic and varying, the calendar can be a blur and hire requests may fall to the wayside. To remain in compliance with **the Fair Labor Standards Act**, employees must be paid for their services within 30 days. A timely hire request is critical to the processing of every student hire in order to remain in compliance with all federal regulations.

Commonly there is a high volume of requests for student employees at the beginning of the spring term. ***Please submit your requests sooner rather than later to help ensure that your student employee's hire request is complete by their start date.***

Thank you for your help with this!

Kai Instefjord

HR Assistant



HR&D Talent & Acquisition Team

Amy Sexton
Allyson Nysted
Kai Instefjord
Victoria Johnson

Rehire Reminder –

Spring Semester is Approaching!

This is a reminder to initiate rehires for employees who were on fixed terminal contracts for the fall term or a previous term. If these individuals are returning for the Spring, please get these to HR no later than 15 days prior to the rehire date.

Spring semester is five (5) weeks away!

Please refer to our E-Rehire Application to initiate the process:

<http://www.uww.edu/adminaffairs/hr/rehire>.

Call x1024 with any questions about using the E-Rehire Application.

Refreshed Onboarding Experience

Please utilize our 'New Employee Checklist', "New Employee Checklist for Supervisors" and our "New Employee Onboarding Presentation" found under the forms section (here).

These are now emailed to all new employees and their supervisors when hired and are a great tool to ensure a stress-free and successful onboarding experience. The New Employee Onboarding Presentation is presented at every orientation to give a background on UW-Whitewater!

Resignations/Retirements

Supervisors: when you are made aware of resignations or retirements, please get these to HR as soon as possible. Email them to Allyson Nysted, NystedAB27@uww.edu. Receiving these late, or after the employee has separated, creates a negative impact for the employee (and university) in payroll, benefits and system processes.

BENEFITS Bulletin

Delta Dental Enrollment Extension

The Department of Employee Trust Funds (ETF) has extended the enrollment deadline for the new Delta Dental **supplemental** dental insurance plans.

If you have not already enrolled in Delta Dental and would like to take advantage of the extended enrollment opportunity you will need to complete and submit a paper application to HR.

Delta Dental Supplemental Dental Insurance: [Plan Overview](#).

Deadline for submitting application: 12/28/2018 at 4:30 p.m. **Please note:** the sooner you submit an enrollment application, the sooner you will receive your supplemental dental insurance card.

Application is available here: <https://www.wisconsin.edu/abe/download/dentalapp.pdf>.

Changing TSA/WDC Elections

To make changes to your 403b or Wisconsin Deferred Compensation contributions changes please go to your My UW System Portal, click on the Benefit Information tab, once you are in this tab, you will see a list of your current benefits. At the bottom of the page is a rectangular tile that says “Update TSA Deductions” – click on this, this will list your current plans and elections. If you wish to change any of these click on the name in the “Type of Benefit” field, click the “Edit” button, on the next screen to change the amount, then click “Save”.

Upcoming ETF Webinars & Programs

- Make Time for End of Year Contributions
- Financial Fitness Program: Stay Strong, Finish Well!

For complete details and to register please visit:

<https://content.govdelivery.com/accounts/WIDETF/bulletins/21c9761>

TASC Unsubstantiated Claims

REMINDER: If you are currently enrolled in a Health Care or Limited Purpose Flexible Spending Account (FSA) for the 2018 plan year you will need to provide documentation as required for FSA claims. To review your account for any outstanding requests for documentation, log into your TASC account or contact TASC directly at 844-786-3974. Failure to provide documentation to TASC when requested will result in the requirement that the employee repay any unsubstantiated payments and will result in a lock on the account. If an employee does not repay unsubstantiated payments, deductions will be taken from an employee’s paycheck on an after-tax basis until repayment is complete.

End-Of-The-Year Considerations

- Review and Update your Personal and Address Information and be sure your emergency contacts are up to date: <https://uwservice.wisconsin.edu/news/post/438>
- Complete the Employee Benefit Preferences Survey: <https://uwservice.wisconsin.edu/news/post/437>
- Make sure your Beneficiary Designations are up to date: <https://www.wisconsin.edu/ohrwd/benefits/beneficiary/>
- WRS Contribution Rates to Decrease in 2019: <https://uwservice.wisconsin.edu/news/post/417>

BENEFITS (con't)

UPCOMING EVENTS

AMERICA SAVES WEEK – February 25, 2019 through March 1, 2019. *America Saves* and *American Savings Education Council* co-sponsor America Saves Week, a national campaign that encourages individuals and families to save money and build personal wealth. Stay tuned for future communication regarding campus events that week!

*Have a Happy and Healthy
Holiday Season!*



HR&D Benefits Representative

Stephanie Hartmann

AUDITS, AUDITS, AND MORE AUDITS

The UW System charged human resources departments to reduce the number of days to get a new employee into the system, as well as removing an employee from the system. In both instances, it is important to stay within a 30-day window. The effect of any type of delay affects benefits as well as processing the employee in and through the Wisconsin Retirement System (WRS). These delays cause duplicitous efforts for UW System staff and the WRS.

Please help UW-Whitewater improve timing by insuring onboarding paperwork and off-boarding paperwork is processed in an expeditious manner.

PAYROLL: Notes & Reminders

Leave Carryover Deadline Dates

Leave earnings and usage for University Staff employees (paid bi-weekly) are based on the calendar year (1/1 – 12/31). **Personal Holiday and Legal Holiday hours do not carry over into the New Year. Any balances left in these two leave types will be lost if not used by 12/31/18.** Vacation carried over from 2017 into 2018, not used by 12/31/18, will also be lost (unless banked, for those who are eligible). Balances of 2018 Vacation hours will automatically roll over to 2019, and must be used by 12/31/19. The Vacation and Personal Holiday hours for 2019 will be added to an employee's leave records when the January A payroll is processed.

New Year Calendars: ACA & Academic Year

The Affordable Care Act (ACA) calendar for the first six months of 2019 has been posted to the Human Resources website under "Forms." It is also listed in the "Quick Links" and under the "Student" heading after clicking on the "Payroll" tile. In addition, the calendar is included in the "Supervisor's Toolbox" on the Student Employment website. Dates for the University's Academic Calendar for 2019-2020 have not been finalized and approved by the Board of Regents. Once this information is confirmed, the ACA calendar will be updated to a complete year.

WRS Rate Reduction

Employee Trust Funds (ETF) has announced that contribution rates for the Wisconsin Retirement System for 2019 will be reduced to 6.55% of gross earnings. The 2018 rate has been 6.7% of gross pay. This reduction will be applied on the first paycheck in January, 2019 (employees paid monthly: 1/2/19; employees paid bi-weekly: 1/3/19).

PAYROLL (con't)

Forms W-2 and 1095-C – New Distribution

All employees received a UW SYSTEM HR email regarding electronic-only distribution of W-2 and 1095-C forms. To choose this new option, employees must log into their portal and complete the consent forms. To review instructions and complete the form, click on this link ([here](#))^.

Correct Address for Tax Time

Employees may update their home address or other personal information on their **MyUW System** portal. **Please be sure your address is current**; it will be used for mailing paper W-2 forms in January.



HR&D Payroll Team

Andrea Campbell
Kelly Frank
Reggie Brown

Employee Benefits Preferences Survey

- The purpose of the survey is to gather feedback regarding the benefits our employees value and design a more competitive benefits offering
- The survey period is November 26th to **December 14, 2018**
- A summary of the survey results will be shared in 2019

To have your voice heard, please complete the Benefits Survey!



Margaret Wheeler, JD

Immigration Specialist
Affirmative Action Program Coordinator
Interim Title IX Coordinator

Honoring our Nation's Immigration Symbols and Immigrants

In the spirit of the holiday season, we should take a moment to remember some of our nation's symbols, such as the Statue of Liberty and Ellis Island. The following video is about the legacy of Ellis Island:

<https://www.youtube.com/watch?v=2SstHgoWv5s>

UW-Whitewater has a diverse international student population. We honor all students—F-1 students, DACA, all students regardless of status. Our international employees are from a wide range of countries, and we will be welcoming new international faculty in 2019.

In closing:

Dagoberto Jorge, an immigrant residing in New York City in the 1980s, wrote of the Statue of Liberty, "I look out into the harbor and see the light in the torch of the Statue of Liberty, and I realize that all of us, newcomers and generations-old citizens alike, have a {..} responsibility to carry that light of tolerance and compassion with us wherever we go."

Title and Total Compensation Project

Tuesday after Thanksgiving, all benefits eligible employees should have received the **Benefits Survey** from Mercer for the *Title and Total Compensation Project*. This brings more visibility to the project, along with the Standard Job Description **Subject Matter Expert (SME)** review. UW System and UW-Madison, in partnership with project consultants, have continued to focus on increased institutional engagement through collaborative meetings, trainings, and media outreach.

Warhawk Way Awards

The Administrative Affairs Employee Recognition Program includes four awards: “Warhawk Way”, “Out-of-the-Box”, “Go the Extra Mile (GEM)”, and “Inspire/Engage/Transform”. Finalists are honored at a Town Hall Meeting.

Three Warhawk Way Award recipients were honored at the November 7, 2018 Administrative Affairs Town Hall Meeting:



Tricia Barber Jim Borgerding Pat Jankowski

Nomination forms for the February, 2019 Town Hall Meeting honor awards will be sent to all supervisors within the next few weeks. Contact **Victoria Johnson** for additional information.

Congratulations to Our Honorees!

Inter-Institutional Agreements

There are times when inter-institutional agreements are necessary, whether it is because of staffing, timing or unique needs. However, because of the complexity and potential effect on funding, it is important to have each agreement pre-approved. The form (*UW System Inter-Institutional Employee Overload Request Form for Unclassified Employees*) requires both ‘A’ and ‘B’ institutions within UWS to sign-off on the agreement and, at times, may require additional support from UWS General Counsel.

Please include UW-W Human Resources, the campus point of contact, when considering inter-institutional agreements and process. This may help mitigate delays in payment to the employee who has completed the work.



Standard Job Descriptions

- UW System (UWS) and UW-Madison leadership trained a total of 447 SMEs to review the *Standard Job Descriptions* draft
- *Standard Job Descriptions* will be reviewed by SMEs and feedback incorporated, where feasible
- Employees and managers will then review and comment
- Target date is mid-year 2019.

Members of the Title and Total Comp Project Team (UW-W campus representatives) will meet again in January to review the draft report of Job Groups/Families and Sub-Group/Families, along with the standard description for each job.

Human Resources & Diversity Subject Matter and Office Contact Info.

HR&D Subject Matter Experts

<i>Subject Matter Expert</i>	<i>Specialty</i>
Connie Putland Assist. Chief Resource Officer	ADA Employee Relations
Amy Sexton Human Resource Specialist	Recruitment Process Mgmt. Compensation Studies New Employee & Rehire Contracts Change of Status Onboarding
Kai Insteffjord H.R. Assistant	Student Employment & Camps Contracting
Margaret Wheeler Immigration/AA Specialist	Immigration Interim Title IX Coordinator Affirmative Action
Reggie Brown Payroll & Benefit Specialist-Advanced	Payroll Absence Management Unemployment Int'l Student Employment
Stephanie Hartmann Benefits Specialist	Benefits, FMLA, Wellness, Resignations, Retirements

~ NEW HR&D Team Members ~



Caitlin Jung
Front Office Team Member



Ulysses Quijano-Colunga
Front Office Team Member



Megan McGuire
Front office Team Member

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](#)

UW-W Office of Human Resources & Diversity

Hyer Hall, Room 335 • HR@uww.edu
262.472-1024 (Main) • 262.472-5668 (Fax)



University of Wisconsin
Whitewater