



WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Welcome to Human Resources & Diversity's News & Notes for April 2023!!!

Happy Spring! I hope everyone has been able to take some time to rest and rejuvenate as we head into the final weeks of the Spring 2023 semester.

Please join me in congratulating Stephanie Hartmann on her promotion to Assistant Chief Human Resources Officer! Stephanie has been a part of the HR&D team since 2011 and has always demonstrated great leadership, and exceptional customer service. Stephanie has been key to the success of HR&D and we are excited to have her take on this new role.

This month's newsletter has a lot of new, important and valuable information for employees, as well as some information that has been shared previously in various formats, but is worth repeating. Please take the time to go through the information so you are aware of all that is happening on our campus.

April is Sexual Assault and Stress Awareness Month. You can find some helpful information in this month's news. Be sure to also check out information regarding our Annual Wellness Fair and take advantage of our biometric screening. You can earn a \$150 (taxable) Wellness Incentive!

This is a reminder that performance reviews are due by 6/30/2023. Please send your completed reviews to performance@uww.edu. Let us know if you have questions.

As always, thank you for taking the time to read this newsletter! If you have questions about any of our subject areas, please refer to this or past editions of the newsletter. If you would like to read previous versions, please go to our News & Notes webpage located [here](#).

Connie Putland
Chief Human Resources Officer
Human Resources and Diversity



April 2023 (v.5.9)

IN THIS ISSUE

[Welcome from the CHRO](#) 1

[Front Office](#) 2

Calendar
Mandatory Training
[Title IX](#) 2

[Benefits](#) 3

[Wellness](#) 4

[Payroll](#) 5

[Immigration](#) 6

[Training & Pro Dev](#) 6

[Training Opportunity](#)

[NCBI & TA](#) 7

[HR & D Subject Experts](#) 8

**Knowledge is the
key to success in
life:**

"An investment in knowledge
pays the best interest"
-Benjamin Franklin

**El conocimiento
es la clave del
éxito en la vida.**



FROM THE FRONT OFFICE

APRIL: Sexual Assault and Stress Awareness Month

April 1	April Fools
April 6	Wellness Fair / Biometric Screening
April 7	Good Friday
April 9	Easter
April 11	TIAA on Campus
April 18	Tax Day / Adult Autism Awareness Day
April 19	KEPRO Virtual Workshop
April 22	Earth Day
April 26	Getting to know your EAP Presentation
April 28	NCBI Controversial Issues Workshop



Human Resources & Diversity Office is open regular hours Mon - Fri 7:45am - 4:30pm, we request that visitors please call ahead (262) 472 - 1024 or email hr@uww.edu to schedule an appointment.

Mandatory Employee Training

Here is the breakdown on how Mandatory online trainings will work:

- The three mandatory online trainings (Information Security, Title IX, and Mandated Reporter) will continue to be due as follows:
 - * Within 30 days of hire
 - * One time only for Mandated Reporter
 - * Every three years for Title IX
 - * Every year for Information Security
- Notifications to complete the required trainings will go out in March each year (3 years for Title IX) from UW System, regardless of when you took it previously.
- Courses will not be available to employees until notification has been sent out.
- Employees will be able to see on a training dashboard whether or not they have a training due, if it is complete, and when they are due next.

If you have any questions about the mandatory online trainings, you can email mandatorytraining@uww.edu.

TITLE IX

Sexual Assault Awareness Month 2023

According to the National Sexual Violence Resource Center, the theme of Sexual Assault Awareness Month 2023 is **“Drawing Connections: Prevention Demands Equity.”** This April's campaign calls on all individuals, communities, organizations, and institutions to change ourselves and the systems surrounding us to [build racial equity](#) and respect.

Sexual Assault Awareness Month



It's On Us:

Sponsored by WSG

Mon, April 3, 2023 - Fri, April 7th, 2023
T-shirts sold by UW-W Bookstore for \$10!

De-mystifying Reporting panel:

Panelists: Title IX Coordinator, WSG, Campus Police, DOS office)
Wed, April 12, 2023 4:00 - 5:00 pm

Survivor's Roundtable: Facilitated by **Suzi Schoenhoff** from New Beginnings
Thu, April 13, 2023 4:00 pm
at Hyland Hall

Men's Talk: A Conversation about Men's Role in Preventing Sexual Violence

Facilitated by **Logan Edwards**
Thu, April 13, 2023 4:00 - 7:00 pm
at Hyland Hall

Take Back the Night:

Sponsored by CASIV
Mid April

Denim Day:

Sponsored by CASIV/WSG
Wed, April 26, 2023

BENEFITS

Summer Benefit Prepays

Summer prepay insurance premium deductions are used to maintain insurance coverage between academic years for employees who do not work one or more months during the summer (contract break) and are expected to return in the fall. Summer prepay insurance premium deductions are in addition to regular insurance premium deductions.

Summer prepay insurance premium deductions occur on the first two pay periods of the month in March, April and May payrolls and apply to the following plans: State Group Health Insurance-Preventive and Supplemental Dental Insurance-Vision Insurance-State Group Life Insurance-Individual & Family Life Insurance-UW Employees, Inc. Life Insurance-Accidental Death & Dismemberment Insurance-Accident Insurance-Income Continuation Insurance (only deducted on April and May payrolls)

If you have further questions, please email payroll@uwss.wisconsin.edu.

Buy more with your FSA!

- You can save up to 30% on all kinds of everyday health needs, because your FSA card uses pre-tax dollars
- Use your FSA card for more than copays and prescriptions, it can also be used on everything from over the counter (OTC) medications to sunscreen!
- You can use your FSA to purchase things like pain relievers, allergy medications, feminine products, sports wraps and treatments and more!

Click here to find out! →

[What can I buy](#)

REMINDER: March 31, 2023 was the deadline for 2022 Flexible Spending Account Claims

TIAA on Campus

Tue, April 11, 2023 from 9:00am - 4:00pm in UC127

Register for a one on one financial counseling session with a financial advisor by calling 800-732-8353 or online at www.TIAA.org/schedulenow.

KEPRO Workshop

KEPRO Webinar: Today's Financial Trends

Wed, April 19, 2023 from 12:00pm - 1:00pm

We are living in times of uncertainty and change. As a result, we need to be aware of the current financial trends as well as the tried-and-true financial principles that have served us well throughout the years. In this session, you will learn the impact that inflation and the cost of living have on your household budget. You will also learn about the protections available to you through the FDIC and NCUA. And you will discover that you can reduce your stress, if you learn to better communicate about your goals, values, and objectives, and by making a conscious effort to spend your money where it matters most to you.

Register by visiting the [Worksite Wellness](#) website!

ETF Learning Opportunities

ETF Webinar: How to Use ETF's Online Retirement Calculator

Wed, April 5, 2023 1:00 pm - 1:30 pm

Wed, April 19, 2023 6:00 pm - 6:30 pm

Thu, April 27, 2023 11:00 am - 11:30 am

Curious about how much money you'll get during retirement? Our most used online tool, the retirement calculator, lets you see how much money you may get in the future.

By the end of this webinar, you will be able to:

- Find information on your Statement of Benefits used for calculations.
- Enter information into the WRS Retirement Benefits Calculator.
- See an unofficial estimate of your WRS Retirement Benefits online.

To register, go to: <https://register.gotowebinar.com/rt/112734455684813919>

[How to Use ETF's Online Retirement Calculator Video](#)

BENEFITS

WRS Statement of Benefits

Mid to late April, your WRS statement of Benefits will be available in your Portal. A Portal article will be posted in the HR, Payroll and Benefits News tile, with in your Portal, when the statements are posted. Please review your statements and be sure to update your beneficiary if needed. You can also go to the WRS Annual Statement of Benefits help page to better understand reading your statement. For additional help or questions, please reach out to serviceoperations@uwss.wisconsin.edu

Employee Assistance Program (EAP)

Presented by Kelly Rissky, Account Manager for the State of WI/UW System

EAP Presentation: Getting to Know Your Employee Assistance Program

Wed, April 26, 2023 12:30pm - 1:30pm

There is so much your EAP can do for you! Get to know the depth and breadth of free and confidential services and resources available to employees and their household members and dependents. Beyond counseling services, your EAP offers assistance with:

- Child Care
- Elder Care
- Legal Counseling
- Financial Counseling
- Health & Wellness Resources
- Preparing for Parenthood
- Webinars

...And Much More! Visit the [Worksite Wellness Website](#) for links to join the sessions!

Did you know..?

You and your family get 6 free counseling sessions per circumstance through our EAP!

WELLNESS



2023 UW-Whitewater Employee



WELLNESS FAIR

**Thursday, April 6th in the University Center
UC259 A&B from 10:00AM- 2:00PM.**

At the fair you will have the opportunity to talk with a variety of Wellness providers from both on and off campus.

Vendors include: KEPRO, Fidelity, TIAA, WebMD, University Dietician/Aladdin Food Service, UW-Whitewater Rec Sports, UW Credit Union, Live Life Spiritual, University Library, Police Services, Discover Whitewater, Irving L Young Memorial Library, Faces on Main, Mercyhealth, LF Coaching & Mentoring, Whitewater Grocery Co., UW-Whitewater Sustainability and more!

Denise Maple with **Live Life Spiritual** will be doing **Reiki demonstrations** at the Fair on a first come first served basis! Reiki is a gentle, non-invasive healing technique that offers a wide range of benefits for the mind, body, and spirit. Whether you are seeking relief from physical pain, emotional stress, or spiritual disconnection, Reiki can help you restore balance and promote overall well-being.

FIDELITY will be holding **one on one sessions** after the Wellness Fair in UC260 - Freer Boardroom from 2:30-5pm, sign up at the Fair!

Please contact the Benefits & Wellness team with any questions - worksitewellness@uww.edu

REFRESHMENTS SPONSORED BY:



Earn your \$150 Well Wisconsin incentive!



Discover your numbers at a screening event

DATE: April 6, 2023

TIME: 8:30am - 12:30pm

LOCATION: Old Main Ballroom University Center

ROOM: UC275 A & B

Register at webmdhealth.com/wellwisconsin

SEARCH ZIP CODE: 53190

If you already see a health care provider, you may submit the Health Care Provider Form found at webmdhealth.com/wellwisconsin instead of completing an onsite health screening.

Earn your \$150 Well Wisconsin incentive!

A health screening is one way to complete your health check! Do this, along with the health assessment and well-being activity, by **October 13, 2023** to earn the \$150* Well Wisconsin incentive.

Visit webmdhealth.com/wellwisconsin for more information.

*The Well Wisconsin incentive program is a voluntary Group Health Insurance Program, including MN Wisconsin incentive will automatically be issued to participants who are considered taxable income to some cases, the Wisconsin Retirement System acts as the employer. Retirees, continuants and their spouses will have some taxes withheld from the incentive amount earned.

[Haz clic para la versión en Español](#)

PAYROLL

W-2 Forms Available Online

Electronic 2022 W-2 Forms (Wage and Tax Statements) are available for all active employees in the [MyUW portal](#) for UW System institutions.

Find helpful tax resources on the Tax Statements tab on the [Payroll Help](#) page. For 2022 tax year, paper copies were mailed to all employees who did not consent to electronic only distribution. If you did not receive your W2 or it is not available in the Portal, please email payroll@uwss.wisconsin.edu for assistance.

Access to electronic documents on the MyUW portal ends when you terminate employment. Please remember to print any needed documents prior to departure.

Availability of Other Tax Forms

Some employees will receive additional tax forms from UW System. These additional forms are not applicable to all employees. Examples include the 1095-C Form, the Fellowship Letter and the 1042-S Form. For more information on these forms, visit the Tax Statements tab on the [Payroll Help](#) page.

Filing Taxes

Employees should use their W-2 Form, not their final 2022 earnings statement, to file taxes. Employees may want to file their return as soon as all tax forms are received to minimize the chance of a fraudulent return being processed using their Social Security number, or Individual Taxpayer Identification number. More information is available on the [IRS website](#).

If you have additional questions, please reach out to payroll@uwss.wisconsin.edu



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If you need further information about the biweekly payroll process please visit [here](#)

The 2023 bi-weekly payroll calendar can be accessed [here](#)

If you have further payroll questions, please do not hesitate to reach out to us at payroll@uww.edu

IMMIGRATION

Helpful Information For International Faculty

Lawful permanent residents, in certain situations, may be able to receive temporary evidence of their lawful permanent resident status by mail rather than physically visiting a field office to receive an Alien Documentation, Identification and Telecommunication (ADIT) stamp (also known as an I-551 stamp). Lawful permanent residents are entitled to evidence of status and may require temporary evidence of their status in the form of an ADIT stamp if:

- [They do not have their Green Card](#); or
- Their Form I-90, Application to Replace Permanent Resident Card (Green Card), Form I-751, Petition to Remove Conditions on Residence, or Form N-400, Application for Naturalization, is still pending adjudication and their Green Card and [extension notice have expired](#). For more information see: uscis.gov

Cross Chargeability: Did you know that if you are from a “backlogged” country such as China or India, but marry someone from a non-backlogged country, you may use their country of origin to apply for permanent residence?

Example:

Maya, an Indian national, has just had an I-140 approved, but she has a long wait to file form I-485 due to being a citizen of India, as per the visa bulletin. But last year she became engaged to Ramesh, from Pakistan. Once they marry, Maya may avoid the long EB-2 wait list for Indian nationals by being cross-charged to her husband’s Pakistani nationality.

TRAINING AND PROFESSIONAL DEVELOPMENT

New Hire Campus Orientations

Mon, April 17th at 9:00am - 10:00am in Hyer Hall 330

Monthly 1-hour New Hire Campus Orientations have started again, please encourage your new hires to come and get another warm welcome to campus! The larger orientations will still take place in August and January.

Performance Evaluations

HR&D Workshop: Performance Evaluation

Tue, April 18, 2023 1:30pm - 3:00pm in UC275A

Come join other supervisors to walk through this process together, get templates and other resources, and go through scenarios. If you have not received a calendar invite yet, please contact elmoreg@uww.edu.

REMINDER: June 30, 2023 Performance Evaluations are due!

Please send your completed reviews to performance@uww.edu

Ask our Expert, Gina Elmore

Do you have someone leaving? Would you like assistance to re-evaluate the job description, or want support to make sure processes are documented before the employee leaves? Do you have a new employee starting and want support with the on-boarding process? Please reach out if you would like assistance, I have templates and strategies to share, and I will help you build them out!

Also, please contact me for tailored trainings and workshops to meet your needs. Examples include cross training analysis and implementation, strategic planning, and communication workshops.

Have you thought about your own professional development goals? Contact me at elmoreg@uww.edu for a one-on-one consultation to help you reach your professional potential!

TRAINING OPPORTUNITY

National Coalition Building Institute (NCBI)

UWW NCBI DEI Half-Day Workshop: Equity, Diversity, and Inclusion (open to all)

Wed, April 5th, 2023 1:00pm - 4:30pm in Hyland 2300

Many of us know that belonging- for students and staff alike- on college campuses is crucial to retention and success. Yet sometimes we fall short of creating welcoming environments for everyone, especially those from underrepresented groups. Help increase belonging on our campus by participating in this intensive, supportive workshop designed to help you to:

- Value and welcome similarities and differences among group members
- Examine the misinformation and unconscious bias that impacts our behavior toward others
- Understand the role identity plays in leadership
- Identifying the harmful effects of oppression on one's own group
- Prevent & interrupt bigoted remarks & behaviors
- Learn how to be an ally to all groups

The deep inter-personal and intra-personal work facilitated in this workshop has the potential to impact your work with students and peers on campus and beyond. This workshop is open to all UW-W employees and students and is appropriate for all levels of experience and comfort with EDI work.

NCBI Workshop: Controversial Issues Model

Fri, April 28th, 2023 10:00am - 12:00pm

The NCBI Controversial Issue Process helps individuals and groups to move hotly contested issues forward by teaching how to listen to the heartfelt concerns on all sides and to reframe the debate in a way that builds bridges.

This workshop is open to those faculty, staff, and students who have already participated in a 'Diversity, Equity, and Inclusion' Workshop.

Sign up now to reserve your spot for either or both of these workshops by [clicking here](#).

Questions? Contact Julie Minikel-Lacocque (minikelj@uww.edu or ncbi@uww.edu).

TALENT ACQUISITION

Online Hire Form

The new Online Hire form is now available at <https://my.uww.edu/RecruitmentApproval/> The hire form must be connected to a TAM ID. Any employees not selected through a TAM recruitment will still need to be hired through the Non-TAM Hire Form. The Online Hire form can also be accessed through our Human Resources & Diversity webpage.

Academic Contract dates to submit E-Rehires for Instructional Staff for the 2023-2024 Academic Year:

Fall Semester: 8/21/2023 - 1/3/2024

Spring Semester: 1/4/2024 - 5/17/2024



HUMAN RESOURCES & DIVERSITY SUBJECT MATTER EXPERTS

INSIDE STORY HEADLINE

This section is to highlight areas of expertise of the staff in our office. Many of our staff have expertise in areas outside their current job responsibilities based on previous experience and certifications and may be available to conduct trainings upon request.

Subject Matter Expert	Specialty
<p>Connie Putland Chief Human Resources Officer putlandc@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none">• Primary contact for ADA and employee relation matters• Title IX Deputy Coordinator for Employees• Past Chair of CUPA-HR Midwest Region Board of Directors• Association of Workplace Investigators Certified• Certified ADA Coordinator
<p>Stephanie Hartmann Assistant Chief Human Resources Officer Benefits/Wellness/FMLA hartmans@uww.edu worksitewellness@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none">• Benefits• FMLA• Wellness Coordinator• Resignations and retirements
<p>Grace Dargiewicz Human Resources Business Partner dargiewg@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none">• Talent Acquisition Management• Recruiting• Staffing employees
<p>Gina Elmore Training and Org Dev Manager elmoreg@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none">• Training and Development• Workday Implementation
<p>Vicki Scheiber, Ph.D. Title IX Coordinator schreibv@uww.edu titleix@uww.edu 262.472.2143; HY 330</p>	 <ul style="list-style-type: none">• Title IX Compliance• Certified Trauma Informed Investigator• Restorative Justice Circle Keeper Facilitator• Primary Contact for Mandatory Employee Trainings (or send a message to mandatorytraining@uww.edu)
<p>Kai Instefjord HR Manager instefjoke08@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none">• Student Employment & Camps Contracting• Processing of Unemployment requests
<p>DJ Judah HR Generalist judahdf04@uww.edu 262.472.1024 HY 330</p>	 <ul style="list-style-type: none">• OBIEE (Business Intelligence) to provide data across institution• Ingeniux (HR & D website administrator)• Excel for reporting & organizing data• Riskconnect to input Worker's Compensation claims• MFA Tool (for DUO access) & ShopUW

HUMAN RESOURCES & DIVERSITY SUBJECT MATTER EXPERTS

Subject Matter Expert	Specialty
<p>Steve Marshall Director of HR - Payroll, Benefits & Shared Service Liaison marshals@uww.edu 262.472.1005</p>	 <ul style="list-style-type: none"> • Payroll & Benefits • Board of Directors/Certification Director - Northland HR Association • Society for HR Management (SHRM)- Instructor of certification preparation group
<p>Kate Nagle Human Resources Business Partner naglek@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> • Talent Acquisition Management • Workflow Management
<p>Araceli Partida Gomez Human Resources Assistant partidaa@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> • Fluent in English and Spanish - provides translation • Working with Student Hiring • Working with Camps and Conferences Hiring
<p>Ramon Rocha HR Coordinator rochar@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> • Fluent in English and Spanish - provides translation for office • Supervises HR & D Student Employees • MFA Tool (for DUO access) • Coordinate the process involving new employee paperwork & International Student employment (i.e. I-9s, direct deposit, etc.) • Campus Notary
<p>Margaret Wheeler, Esq. (MA, JD, LLM) Int'l Empl & Immigration Specialist wheelerm@uww.edu 262.472.1024; CEC 123</p>	 <ul style="list-style-type: none"> • Immigration Specialist • Affirmative Action Program Coordinator
<p>Morgan Stupak Human Resource Generalist stupakm@uww.edu 262.472.1398</p>	 <ul style="list-style-type: none"> • Resource for questions about payroll, additional pays, student payment, and funding transfers. • Takes care of Cost Salary Transfers • Payroll auditor
<p>Tanja Anderson Rock County Admin Specialist andersot@uww.edu 608.898.5039; HS 105A</p>	 <ul style="list-style-type: none"> • Contact for Rock County employee questions • Bilingual - Speaks English and German