

Human Resources News & Notes



University of Wisconsin
Whitewater

Human Resources

WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Hello Fellow Warhawks and Happy Spring!

I hope everyone was able to take a moment and breath and relax over Spring Break. We are heading into the final weeks of the semester and there is a lot going on!

I want to remind supervisors that performance evaluations are due **June 30, 2024**. Please contact us if you have any questions.

The Universities of Wisconsin has developed a System *Wide Workplace Bullying Policy* found [here](#). A video training will be coming soon.

I want to thank *Josey Suiter* for her time with us in the HR Department. Josey has left to pursue other opportunities. We are sad to see her go, but are excited for her new adventure. Please continue to send your paperwork to hr@uww.edu. If you have questions please call x1024.

Congratulations to *Facilities Planning and Management* for receiving the **U-Matter Wagon!!!** It is well deserved. A huge thank you to every single one of you, for all the work you do!!! See page 3 for more!

Make sure to stop in at the *Wellness Fair* on **April 9th** in UC 259 A&B from 10:00 am to 1:00 pm. (see page 3 for the details).

Don't forget to sign up for *WINGO!* Turn in your card by **June 28th** to get your Warhawk swag and a chance to win lunch with *Chancellor King or Provost Chenoweth!* Go to the Worksite Wellness page on the HR Website for more details.

Congratulations to all of the Years of Services Awardees! It was such a pleasure to watch you all receive the recognition you deserve for the great work you have done for our university. Thank you, Thank you!

Congratulations to *Chancellor King* for receiving the *Well Wisconsin Spotlight Award* for Championing the U-Matter at UWW initiative, the inspiration for others and their well-being and making all employees feel like they matter.

I hope you all have a great rest of the Spring Semester! As always, thank you for taking the time to read our newsletter!



Connie Putland
Chief Human Resources Officer
Human Resources

April 2024 (v.7.0)

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[HR Subject Matter Experts](#)

*If you have questions about any of our subject areas, please refer to this or past editions of the newsletter. Go to our News & Notes webpage located [here](#)

Don't wait for someone to bring you flowers. Plant your own garden and decorate your soul.

No esperes a que alguien te traiga flores. Planta tu propio jardín y decora tu alma.



BENEFITS

Summer Prepay Insurance Premium Deductions

These 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. Click [here](#) for more information.

ETF

In-Person Group Retirement Appointments - The Department of Employee Trust Funds offers in-person group retirement appointments statewide. ETF benefits specialists will be in your area. ***Requirement:** Before scheduling an appointment, you must have received a [Retirement Benefit Estimates and Application \(ET-4301\)](#). You may request an estimate if you are within 12 months of your minimum retirement age.

[Register Now](#)

WRS Annual Statement of Benefits

WRS Annual Statement of Benefits is tentatively scheduled to post to employee's [MyUW](#) portals on April 11, 2024.

***Please Note:** Distribution dates are subject to change. To access your WRS Annual Statement of Benefits go to your [MyUW](#) portal, click on Launch full app at the bottom of the Benefit Information tile, from there click on the tab WRS Statements of Benefits.

State Group Life Insurance Annual Update

State Group Life Insurance is updated annually for:

- Highest calendar year of eligible earnings
- Age as of April 1 each year
- Premium changes approved by the Group Insurance Board
- Employee rates increasing for most age categories
- Spouse and Dependent coverage premium will decrease slightly from \$2.26 to \$2.10 per unit
- Updated premium will be on the April 4, 2024 paycheck

America Saves Week

Monday, April 8th - Friday, April 12th, 2024

The week will include webinars, credit checks, individual counseling, and more. Please see check the event [flyer](#) and [webinar flyer](#) for details.

TIAA

Meet with a financial consultant at UW-Whitewater:

Thursday April 18th, 2024 from 9:00 am - 4:00 pm at UC 268. Visit this [link](#) for details.

***ETF Learning Opportunity/Update - [April ETF Webinars 2024](#)**



How Financial Stress Affects the Workplace - Webinar by Acentra

Wednesday April 17th, 2024 at 12:30 pm

Participants will examine the stressors to be aware of and how to take control of key financial aspects of their lives! This session will be delivered by [Rita Stewart](#). See [flyer](#) for details and for the sign-up link.

*In case you missed the March Acentra workshop on **"How to be an Inclusive Leader"** you can watch the recording [here!](#)

WELLNESS

Employee Wellness Fair - [flyer](#) - Come to the Fair

Tuesday April 9th, 2024 from 10:00 am – 1:00 pm in the UC259 A&B

- At the fair you will have the opportunity to talk with a variety of Wellness providers from both on and off campus
- Blue Sage Massage will be providing free chair massages
- Chair Yoga and Stretch sessions will be provided by our own CynDee Sentieri & Gina Elmore see [flyer](#) for details
- Attending the Wellness Fair counts as an Employer Sponsored Activity toward the **\$150 Wellness Incentive!**

Biometric Screening - [flyer](#) - [Spanish version](#)

Tuesday April 9th, 2024 from 8:00 am - 11:30 am in UC275

- This counts as a health check for the **\$150 Wellness Incentive**
 - Come check out your numbers!
- *Registration is required**



Supplemental Retirement Program Workshop - [flyer](#)

Wednesday April 17th, 2024 from 10:00 am - 11:00 am in UC261

- Learn about the 403b Supplemental Retirement Program
- This workshop will help you understand the basics of investing and what to look for when you choose your investments Presented by our own Rashiqa Kamal!

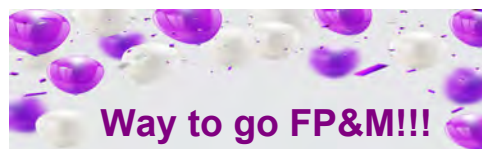


U MATTER UPDATES

Stop #2 for the U Matter Wagon!!

On Wednesday March 6th, Continuing Education and Graduate Studies presented FP&M with the U Matter Wagon! CGE noted:

The Facilities Planning and Management team work tirelessly behind the scenes to ensure continuing education events and programming go off without a hitch. The team works hard to ensure spaces are clean and ready to receive registrants, that sidewalks are clear and safe for participants to navigate campus, that hundreds of camper letters make it into the hands of youth participants and that we're always "rolling out the purple carpet". The work FP&M does is not often noticed because when it's done right our events are seamless. We're thankful to have a team that recognizes how important their work is to the grand picture of welcoming visitors, alumni, friends and future Warhawks into our spaces.



Thank you to all who joined in the March Madness March on Wednesday March 6th at U Rock!



We had a beautiful day for a walk. Our walk was led by **Tom Ness** and **Bob McCallister**. We walked just over a mile and Bob shared with us the history of the grounds and some of the trees along our walk.



If you weren't able to join us in March, we are going to plan to do **Wellness Walks the first Wednesday of every month, at 10:30 am**. Bob and Tom will walk with us and talk about the changes in the green space. We will meet at the front doors of Hyatt Smith and pick our path depending on the weather, please see attached [flyer](#).

Hope you will be able to join a future walk, take a break and breathe! It's essential to your mental and physical health! See [flyer](#) for details.

Stay up to date on Benefit and Wellness opportunities by checking out the [Worksite Wellness](#) website!

TRAINING & PROFESSIONAL DEVELOPMENT

ATP:

Remember to check out “What’s Changing with Workday” by [clicking here](#). There is also a video link “What’s Changing With UDDS” as UDDS will be retired.

For any further Workday insight, please click [here](#).

New Website!!! Check out our new website by clicking [here](#)! You may need to save the updated URL if you have any bookmarked pages. It’s possible that the old one will stop working. A huge **THANK YOU** to Kevin Behringer for doing an amazing job!!!

Training & Development:

Check out the [Events Calendar](#) for more information on all the upcoming workshops:

- April 11 - Supervisor Expectations: Managing Job Descriptions and Position Descriptions
- April 12 - NCBI Controversial Issues Workshop

Save the Dates! Professional and Personal Enrichment Days “Valuing Administrative Staff” on June 5th and 6th. All employees are invited to attend any and all sessions! More information will be available at a later time.

*If you have any questions, please email elmoreg@uww.edu.

TALENT ACQUISITION

Rehire Submission Timelines and Process (NEW)

Monday, April 1, 2024 – Spreadsheets need to be returned to InstefjoKE08@uww.edu

Monday, April 1, 2024 – E-Rehire must be submitted by this date for any employee indicated “Y” on the spreadsheet. Employee will receive notification when E-Rehire is submitted.

Wednesday, April 10, 2024 – HR sends notifications to deans/division heads for those who were indicated “Y” but have not had an E-Rehire submitted for them.

Monday, April 15, 2024 – Deadline for colleges to notify employees who are not intended to return.

*Link with **REVISED** E-Rehire [How-To's PowerPoint](#).

Academic Contract Dates for 2024-2025

Fall: 8/26/2024 - 1/8/2025

Spring: 1/9/2025 - 5/23/2025

Summer Session/Service Dates

- Summer Session Courses -- 5/20/2024 to 8/10/2024
- Summer Service -- 5/18/2024 to 8/25/2024

Please refer to the Summer Change of Status (COS) Information announcement -- [Here](#)



We're delighted to announce the arrival of our newest employees:

<u>Employee</u>	<u>Start Date</u>	<u>Department</u>	<u>Title</u>
Kennedy Heckel	3/4/2024	Philanthropy & Alumni Engagement	University Relations Officer
Jasmine Larson	3/11/2024	Financial Services	Financial Services Client Care Specialist
Deborah Leising	3/18/2024	College of Business & Econ Facilities	Administrative Assistant
Luis Ramirez	3/18/2024	Planning & Management	Custodian
Robert Beyer	3/25/2024	Facilities Planning & Management Facilities	Custodian
Aide Mendoza	3/25/2024	Planning & Management	Custodian

**WELCOME
TO THE
WARHAK FAMILY!!!**

Miscellaneous Service Contracts vs. Inter Institutional Employment Overload

Are you trying to pay a UW-System employee for a job they performed at UW-Whitewater?

- If the payment is for less than \$1,000 total use a Miscellaneous Service Contract.
- If the payment is for more than \$1,000, but the employee is less than a 1.0 FTE use a Miscellaneous Service Contract.
- If the payment is for more than \$1,000 and the employee is a 1.0 FTE use the Inter Institutional Employment Overload form.
- The Inter Institutional Employment Overload form needs to be signed by the Department Chair, Dean and Provost. It also needs to be sent to the employee's home institution for the same signatures to be processed for payment.

*Both forms can be found on the [HR Website](#).

Recruitment

You can find all of our recruitment policies and best practices on our [website](#).

*If you are in need of filling a vacancy with an emergency hire appointment please view our [Emergency Hire Policy](#) under the Recruitment Resources section.

Criminal Background Check Charges

Each hiring department pays for the cost of the CBC for their employees. The base cost is \$23.54 per background check. This may be slightly higher if the check is in a state that does not have on-line records. When completing the CBC request form, you are required to include the department funding string.

***NOTE: All Student Employees should be paid through Student Employment Tool, regardless of home institution.**

PAYROLL

Tax Information

Employees should use their W-2 Form, **not** their final 2023 earnings statement, to file taxes.

Electronic Document Access

Access to electronic documents on the [MyUW](#) portal ends, if you terminate employment. Please remember to print any needed documents prior to departure, or contact Service Operations at the email **below**. You will be notified when tax forms are available in the Portal. Please watch for these in your email and or in the news section of the Portal. If you have additional questions or needs, please reach out to serviceoperations@uwss.wisconsin.edu

Resources

Instructions to view/print tax forms (when available) can be found on the Tax Statements tab on the [Payroll Help page](#).

Direct Deposit and W4 Online Forms

Reminder - Direct Deposit and W4 forms must be completed Online, through [MyUW](#) portal, for all student employees and staff. Direct Deposit Hard Copies will no longer be accepted and must be completed on line. Please reach out hr@uww.edu with any questions or concerns.

Summer Session/Summer Service Payroll Calendars

Access the following PDFs to view and print the pay calendars for 2024 Summer Session/Service:

- [Summer Session 2024 Pay Calendar](#)
- [Summer Service 2024 Pay Calendar](#)

- If you need further information about the biweekly payroll process please visit [here](#)
- The 2024 bi-weekly payroll calendar can be accessed [here](#)
- If you have further payroll questions, please do not hesitate to reach out to us at serviceoperations@uwss.wisconsin.edu

IMMIGRATION

Immigration Law

Panel on Immigration Law and Facts; April 15th, 2024 from 6:00 pm - 8:00 pm at the CEC

Speakers: Dan Meyer, Whitewater Police Chief and Margaret Wheeler, Immigration Attorney. For more information contact Margaret Wheeler at wheelerm@uww.edu.

Legal Questions during the Interview Process - Fines and Penalties

During the interview and hiring process, do not ask if the person is a US citizen or permanent resident; this is an illegal question.

The Department of Justice's Immigrant and Employee Rights Section (IER) is responsible for enforcing the [anti-discrimination](#) provision of the INA. The statute prohibits *citizenship status and national origin discrimination* in hiring, firing, or recruitment or referral for a fee; *unfair documentary practices*; and *retaliation and intimidation*.

- 1) [Case against Walmart](#)
- 2) [Case against private company in Charlotte, NC](#)

For International Faculty, Deans, Chairs and Academic Departments Hiring International Faculty - Update: 2024 is the first year in which the Immigration Specialist is *required by law* to use a **new 9089** "green card" system from the DOL. With no precedent, should the international faculty cases be audited, hiring departments will be contacted.

***Note to all Departments sponsoring International Faculty:** [USCIS fee changes](#) as of **April 1, 2024**

Honoring Irish Immigrants

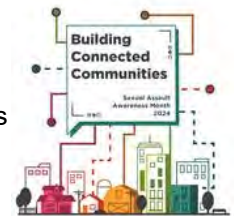
[Immigration in American History](#) by Elliot Robert Barkan, taking place from 1720 to 1820, when 468,400 Irish arrived in America. From 1820 to 1860, about 1,956,557 more Irish arrived, 75% of these after the [Great Hunger](#). They took jobs in mills, mines, laying tracks or digging canals helping to build America and they also helped to defend her as they filled the ranks of her military from the many Irish regiments in the Union Army and the legendary [Irish Brigade](#) itself. Irish immigrant women worked in mills or as domestics. They overcame nativist bias and fought their way to acceptance, contributing to the shaping of America. They started low on the social scale; they insisted on education for their children. By 1900, they and their children, had jobs and earnings about equal on average to their neighbors.

Please click [here](#) for more stories on *Irish Immigrants Who Helped Shape America*.

TITLE IX

April is Sexual Assault Awareness Month!

Sexual Assault Awareness Month - April 2024 marks the 23rd anniversary of the National Sexual Violence Resource Center's (NSVRC) Sexual Assault Awareness Month (SAAM). Prior to this declaration in 2021, SSAM was about both awareness and prevention of sexual assault, harassment, and abuse. However, it's much harder to prevent an issue no one knows about or talks about, and it's even more difficult to bring awareness to a problem without providing a solution. These approaches must work together. To learn more about the history of SSAM, visit NSVRC's website [here](#).



The awareness ribbon color for Sexual Assault Awareness is teal.



The awareness ribbon for Domestic Violence Awareness (month of October) is purple.



So you will often see these two colors together to represent Sexual Violence Awareness. If you are interested in wearing a purple and teal ribbon for the month of April, feel free to stop by the Human Resources Office on the 3rd floor of Hyer Hall or contact Katrisa Hilliard, Interpersonal Violence Prevention Educator in UHCS at iypuhcs@uww.edu

March 4th - 8th, 2024 was No More Week sponsored by our Interpersonal Violence Prevention Educator.

During this week, the goal was to raise awareness about sexual violence by sharing and providing information regarding where to get help. Resource tables were available throughout the week. In addition, on Tuesday, March 12th, various on and off campus resources were available to talk about the support they can provide. At this event, attendees were able to create a t-shirt for our Sexual Assault Awareness event in April. There was also a box for shoe donations to be used for the Sole Survivor event on *Denim Day (April 24, 2024)*. Approximately 40 students were in attendance.

March 1st - April 21st: Sole Survivor Shoe Drive for shoe display during week of April 22 - 26, 2024 (**It's on Us Week**) representing the amount of sexual assaults reported on campus. Gently used shoes will be donated to the [UWW Warhawk Success Closet](#) and the [Community Space](#).

Thursday April 18th, 2024 from 1:00 pm - 3:00 pm at UC Table B.
Interpersonal Violence Prevention table with information around Sexual Assault Awareness.

April 22nd - April 26th, 2024; It's On Us Week

Purpose: Empowers students to teach one another sexual assault awareness and consent education, bystander intervention, and survivor support.

Resource Tabling: Mon April 22nd - Thurs April 25th, 2024 from 11:00 am - 2:00 pm at UC Concourse (Table A).

Bandana Project: Raises awareness about the exploitation of women working on farms. Decorated bandanas are a symbol of those worn by women while working to cover their faces in an attempt to avoid unwanted sexual attention and harassment.

Clothesline Project: Opportunity for women affected by violence to express their emotions by decorating a shirt. They will be hung on a clothesline around UHCS, to be viewed by others as testimony to the problem of violence against women.

Denim Day collaboration with Haley Kozlow on Wednesday, April 24, 2024.

- Sole Survivor display
- Dear Survivor letters
- Time capsule
- Tabling event from 9:00 am – 2:00 pm
- UHCS tabling at RA event in Arey Fricker from 3:00 pm – 5:00 pm

***Speaking engagement - Can I Kiss You?**

Thursday April 25th, 2024 at 5:00 pm at the UC Summers Auditorium. Presented by Mike Domitrz.

In addition to these dates, Katrisa Hilliard will hold virtual open office hours on the 4th Thursday of every month. She is UW-Whitewater's new Interpersonal Violence Prevention Educator. Check out the [meeting link](#).

For more information about UWW's response to sexual violence on our campus, contact Dr. Vicki Schreiber, Title IX Coordinator at titleix@uww.edu or at extension x2143.

FROM  **April:** **Sexual Assault Awareness and National Stress Awareness Month**

4/1	April Fools' Day	  
4/2	Nature Day	
4/11	National Pet Day	
4/22	Earth Day	

Campus-wide Safety Awareness: [Risk and Safety Tips for the month of April](#)
[Risk and Safety Newsletter March/April](#)

***Checkout this edition's featured recipe:** [Cheesy Cauliflower and Beef Casserole](#)

The Human Resources Office is open regular hours Monday - Friday 8:00am - 4:30pm, we request that visitors please call ahead at (262) 472 - 1024 or email hr@uww.edu to schedule an appointment. For more information or questions on any of these subjects, please contact one of our [HR Subject Experts](#)

What do you think of the HR Newsletter? Please let us know [here!](#)