

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

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 Office Hours:
8:00 am - 4:30 pm
Monday - Friday



HELLO WARHAWK FAMILY!

Welcome to August! I hope everyone is doing what they can to enjoy the sunshine and to prepare for new growth. Whether it is your flowers, your garden, or your knowledge, growth is an important part of moving forward.

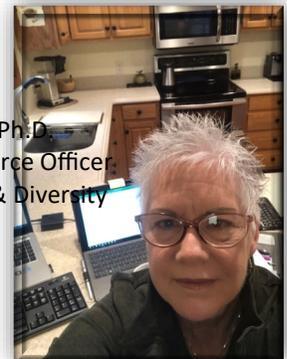
Human Resources & Diversity, along with all other offices on campus, are actively preparing for the return of students, faculty, and staff! We are looking toward the future semester and are eager to watch the growth of our community. In an effort to keep you all informed of that progress, watch for more announcements and Town Hall invitations from campus leadership as a way to keep the University community up-to-date with information for fall operations.

Thank you to everyone on this campus for adjusting your work habits to stay healthy and safe, and thank you for taking the time to read this newsletter!

Best,



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



Personal growth is not a matter of learning new information but of unlearning old limits.

- Alan Cohen

In an effort to practice social distancing due to COVID - 19, Human Resources & Diversity Office is open regular hours but request that visitors please call ahead to schedule an appointment.

BENEFITS & WELLNESS

June’s Million Step Challenge Winners

Traveling Trophy

Meet the Winners of June’s Million Step Challenge Traveling Trophy!

CONGRATULATIONS TO **TEAM UC** -
Dave Halbach & CynDee Sentieri!!



Watch the Warhawk Weekly to find out who is the winning team for July!

If you haven’t registered your team but you would like to, there is still time. Email benefits@uww.edu for more information.

Introducing WINGO 2020 - Nature WINGO!

As some of you may remember, last year the UW-Whitewater Wellness Team launched **WINGO**, the UW-Whitewater version of BINGO. This year, we decided to bring it back with a twist. We are proud to announce – **Nature WINGO!**

This year’s version of WINGO is all about getting outside, going for a hike, visiting a park, and enjoying nature. We have designed a WINGO card with 16 different parks, trails, gardens, and more.

Nature WINGO will run from July 15th – November 15th, 2020. **If you wish to participate, please email benefits@uww.edu so we can send you the electronic WINGO card.**

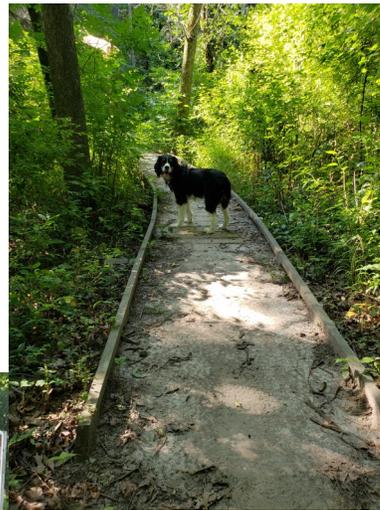
When you sign up, you will receive a Warhawk Wellness compass carabineer (pictured below) and when you finish the card, you will receive a Warhawk Wellness roll-up blanket (pictured below).

We’d love to see where you are adventuring to! Please send us pictures of you in nature so we can include it in here in the newsletter!



BENEFITS & WELLNESS

WINGO Pictures Shared by Participants



Sarah lost one of her dogs a few weeks ago due to cancer. So she has been taking Josie out on a hike to do WINGO. She says they both needed to get out more and are about half way done with the WINGO card. She has had to make some substitutions since Josie is not allowed at all the sites, but wanted to share the fun they have been having while doing this challenge!

Photo submission by Sarah Hessenauer.

Subject of photo: Josie

Employee Assistance Program

The current situation may cause stress and worry for you and your family. Our **Employee Assistance Program (EAP)** is available to UW System employees, their spouses or significant others, and their dependents.

FEI Behavioral Health provides a guide to achieving greater work-life balance and overall health and wellbeing. They can assist with issues such as mental health, personal development, parenting, relationships, stress, substance abuse, nutrition, handling an unexpected day care situation (e.g., child day care or adult/elder care), and much more.

Employees who are in need of guidance or support are encouraged to contact the

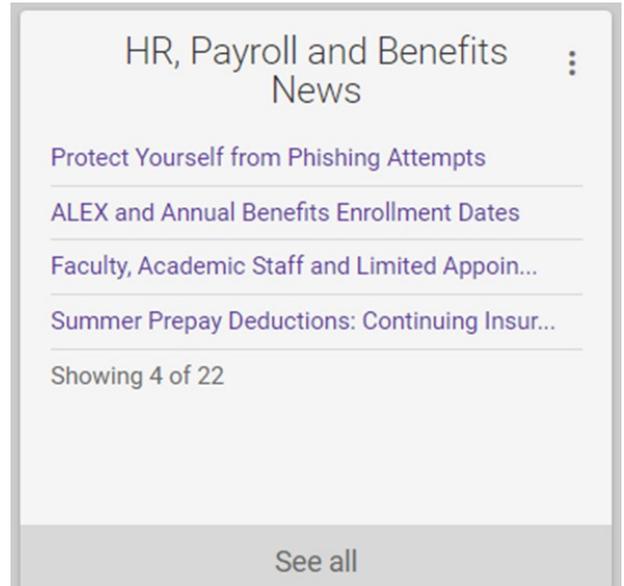
Employee Assistance Program (EAP) through FEI

<https://www.feieap.com/>
(Username: SOWI)

BENEFITS & WELLNESS

My UW System Portal

As a reminder, employees should be checking their My UW System Portal articles for any news, updates, and changes regarding their benefits. These are located in the HR, Payroll and Benefits News tile as pictured to the right:



Benefits

Long Term Care - Effective July 8, 2020, all WRS eligible employees, an employee's spouse, an employee's parents and an employee's spouse's parents are eligible for long-term care insurance. Participants must live in Wisconsin to be eligible. This insurance plan is offered by Mutual of Omaha through HealthChoice (the designated agent for State employees). The complete article can be found in your Portal.

GIB – The GIB (Group Insurance Board) approved the following midyear [plan](#) changes for 2020:

- **Mid-Year Election Changes** – Participants with [dependent](#) day care accounts, health care flexible spending accounts, and limited purpose FSAs can make a one-time mid-year election change between July 1, 2020, and September 1, 2020. The Department of Employee Trust Funds and [ConnectYourCare](#) will provide additional information to members about this opportunity.

- **Carryover Limit Increase** – Health Care FSA and Limited Purpose FSA participants can carry over an additional \$50 for 2021. The new annual carryover limit for these accounts will be \$550.
- **New Health Screening Options** – Well Wisconsin participants can now complete the health screening requirement with a dental cleaning, one health coaching call with [StayWell](#), or an at-home screening test. These new options are in addition to the biometric health screening or health care provider form. This is intended to help members earn their \$150 wellness incentive during the COVID-19 pandemic.



BENEFITS & WELLNESS

AUGUST 19
The Secret Life of (Having) Pets

REGISTER

It's no secret that pets bring an abundance of joy and companionship into our lives. But what isn't as well known is their many health benefits—to our physical, emotional and social well-being. We'll discuss how pets can influence our brain chemistry. Plus, we'll offer recommendations, tips and resources for selecting and caring for the right pet for you.

Presented by Ryan Atherton, MS, CEAP
 Account Manager,
 FEI Behavioral Health

August Webinars: ETF

ETF has a variety of webinars in the month of August. For a complete list and to register, please visit this link: [ETF](#)



August Webinars: FEI



UW System

UW System has a large variety of webinars in the month of August. For a complete list and to register, please visit this link: <https://www.wisconsin.edu/ohrwd/well-being/webinars/>

To register for The Secret Life of (Having) Pets, you can click on the image to the left or [here](#).

Note: FEI is the University's Employee Assistance Program. See more information about this on page 7.



Share YOUR Good News!

Getting married? Having a baby?

✦ Let us know! ✦

We'd love to share it in News & Notes!

Email good news to benefits@uww.edu



Your Warhawk Benefits Team
 Stephanie Hartmann & Aubrey Maciosek

The Benefits & Wellness team is continuing to work remotely. Please be assured that we are monitoring emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

BENEFITS & WELLNESS

Wellness Initiative

StayWell Million Step Challenge

- Sign your team up to participate in the StayWell Million Step Challenge.
- Everyone who signs up will be eligible for some *swag!*
- New this year there is a Traveling Trophy! Each month it will be awarded to the team with the highest average steps.
- Send your team roster with your team name, team captain, and team members to benefits@uww.edu
- Challenge ends on October 9th, 2020
- Please direct any questions to benefits@uww.edu

Mindful Gratitude Speaker | September 30th, 2020 | More details to come

Be sure to look for upcoming wellness opportunities and events in the Warhawk Weekly and HR News & Notes

On Campus Vendor Visits

ETF will be offering biweekly webinars on “Preparing for Your Retirement” | Registration is required | Register here: <https://register.gotowebinar.com/rt/2062561071726664450>

Upcoming 2020 Benefit Events

Biometric Screenings:

Fall Biometric Screenings:

- Will take place on September 25, 2020 at the CEC and on September 30, 2020 in UC room 275
- Examiners will be on campus to administer health screenings for the \$150 incentive program.

Open Enrollment 2020:

- Open enrollment will be September 28 - October 23, 2020

Benefits Fair:

- The 2020 Benefits Fair will be virtual this year. More details to come.

Benefits Enrollment Assistance Sessions (BEAS):

- Will be offered on October 6th, 14th, and 23rd at the CEC
- By appointment only, more details to come



HR & D'S FRONT DESK

August Dates

August	National Eye Exam Month Family Fun Month
Week 1	National Simplify your Life Week
Week 2	National Smile Week
Week 3	Friendship Week
Week 4	Be Kind to Humankind Week
August 4	Chocolate Chip Cookie Day
August 6	Fresh Breath Day
August 8	Clown Day
August 9	Book Lovers Day
August 10	Lazy Day
August 12	Middle Child's Day
August 13	Left Hander's Day
August 15	Relaxation Day
August 16	Tell a Joke Day
August 25	Banana Split Day
August 26	Women's Equality Day
August 29	International Bacon Day

<http://holidayinsights.com/moreholidays/august.htm>



Your Warhawk
Assistant Chief
Human Resource
Officer:
Connie Putland



Your Warhawk Human Resources & Diversity
Office Coordinator, Front Office Supervisor, and
Student & Camps Specialist
Ramon Rocha, Sr., DJ Judah, Kai Instefjord

International Clown Week

Both International Clown Week and National Clown Day were created to give recognition to those funny clowns that make us laugh and smile. It is estimated that there are over 10,000 clowns in organized clown groups, and over 20,000 clowns world-wide. They all have one goal in mind, and that's to make us happy.

<http://holidayinsights.com/moreholidays/August/clown-day-week.htm>



Coulrophobia: Fear of Clowns

According to a Chapman University study, 7.8% of Americans have a fear of clowns.

Phobias often come from a deeply frightening or traumatic event. While coulrophobia isn't an official diagnosis in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5), there is a category for "specific phobias."

<https://www.healthline.com/health/mental-health/fear-of-clowns#symptoms>

IMMIGRATION

Updates for our International Faculty and International Employees:

UW-Whitewater continues to offer remote workshops to provide general information and form guidance to our international faculty in regard to the final stage in the green card process as well as other immigration forms.



Immigration and Affirmative Action
Margaret Wheeler, JD

"Sometimes when I look back and think about it, how did we do what we did? How did we succeed? We didn't have a website. We didn't have a cellular telephone," Lewis has said of the civil rights movement.

"But I felt when we were sitting in at those lunch counter stools, or going on the Freedom Ride, or marching from Selma to Montgomery, there was a power and a force. God Almighty was there with us."

—Representative John Lewis

Contact Information:

wheelerm@uww.edu; 262-472-1494.
Online and remote assistance is available.

International Student Update Reminder

I would like to remind the campus community of the Chancellor's last update on international, F-1 students. There may be some confusion with the restrictive order related to F-1 students that was released, then rescinded a couple of days later due to legal challenges.

The following update was sent out as a campus announcement on 7/14/20 from Chancellor Watson:

Dear Campus Colleagues,
News outlets reported that the order that would prohibit international students from returning to or remaining in the United States this fall if the college or university they attend adopted online-only instruction models amid the COVID-19 pandemic has been rescinded.

This is excellent news for not only UW-Whitewater, but higher educational institutions across our nation. International students help to create vibrant learning environments that are critical to student success and our values of equity, diversity, and inclusion.

We look forward to welcoming all of our international students as we begin classes on Sept. 2, 2020.

Sincerely,
Dr. Dwight C. Watson
Chancellor



IMMIGRATION

Famous American Immigrants



George Balanchine 1904-1983
Russia : Performing Arts

George Balanchine, born Georgi Melitonovitch Balanchivadze in St. Petersburg, Russia, is regarded as the foremost contemporary choreographer in the world of ballet. At the age of nine, he was accepted into the ballet section of St. Petersburg's rigorous Imperial Theater School, and, with other young students, was soon appearing on the stage of the famed Maryinsky Theater in such spectacles as *The Sleeping Beauty* (his favorite). He graduated with honors in 1921 and joined the corps de ballet of the Maryinsky, by then renamed the State Theater of Opera and Ballet.

Son of a composer and student of music, Balanchine graduated with honors from the St. Petersburg Imperial Theater School's ballet section. He came to the U.S. at age 29. After several different attempts, the New York City Ballet was begun in 1948. Balanchine remained choreographer and ballet master of the company until the time of his death in 1983.

Retrieved from: <https://www.murthy.com/famous-immigrants/>



Remembering John Lewis February 21, 1940 - July 17, 2020

Representative John Lewis was born on a Troy, Alabama, cotton farm into a segregated America in 1940. Lewis was one of the "Big Six" leaders of groups who organized the 1963 March on Washington, and he fulfilled many key roles in the civil rights movement. His actions played a key role in the efforts to end legalized racial segregation in the United States. In 1965, Lewis led the first of three Selma to Montgomery marches across the Edmund Pettus Bridge. In an incident which became known as Bloody Sunday, state troopers and police then attacked the marchers, including Lewis.



Lewis was first elected to Congress in 1986 and served for 17 terms in the U.S. House of Representatives. Due to his length of service, he became the dean of the Georgia congressional delegation. The district he represented includes the northern three-quarters of Atlanta.

After his passing on July 17, his family shared in a statement, "He was honored and respected as the conscience of the US Congress and an icon of American history, but we knew him as a loving father and brother. He was a stalwart champion in the on-going struggle to demand respect for the dignity and worth of every human being. He dedicated his entire life to non-violent activism and was an outspoken advocate in the struggle for equal justice in America. He will be deeply missed."



Retrieved from: <https://www.cnn.com/2020/07/17/politics/john-lewis-dead-at-80/index.html>

PAYROLL

Exciting Changes to Biweekly Payroll

We are pleased to announce an important change taking place for the UW-Whitewater Human Resources Payroll Department. Effective **August 1, 2020 (August "A" payroll)**, the transactional aspects of the biweekly payroll will be conducted by [UW-Shared Services](#). We are hopeful that UW-Shared Services performing the transactional work will allow UW-Whitewater Human Resources staff time to further develop and serve UW-Whitewater's employees with a more proactive hands-on approach.

What is changing?

An e-mail reminder will be sent by UW-Shared Services every other Thursday to University Staff employees and approvers. This will remind University Staff to complete their timesheets and absence entries prior to the payroll period ending. It will also remind approvers to approve all exceptions, absence requests, and time entries by the end of the day the following Monday.

Effective August 1, 2020, UW-Shared Services staff will act as primary and backup contacts for the biweekly payroll for UW-Whitewater. Questions and troubleshooting will be resolved through UW-Shared Services staff. Listed below are the primary and backup contacts for payroll questions or concerns regarding exceptions, timesheet and webclock entries, and leave time entries.

Primary: Tara Barbosa
(tara.barbosa@uwss.wisconsin.edu)
Back-up: Amy Bobylak
(amy.bobylak@uwss.wisconsin.edu)

We understand that transitioning to a shared services model will have some challenges as we all adjust to the change. UW-Shared Services will be directly responsible for the bi-weekly payroll process. This means that if you come to us with a question or problem, the first thing we may ask is whether or not you have already contacted UW-Shared Services. We want you to know that Whitewater staff will always be here to support you, especially through this transition period. During this transition, please copy [Payroll Support](#) in your email(s) to UWSS or, if interested, have one of us sit in on a phone call.

We are looking forward to this being a positive experience for you as the campus end-user. Please let us know if you have any questions or feedback throughout this process.

BIOS FOR TARA AND AMY

Tara Barbosa began working with the University of Wisconsin in 2009, and since that time has worked with the UW-Service Center and UW-Colleges & UW-Extension in various payroll positions. Now at UW-Shared Services, Tara is the Payroll Lead and with her UW-System payroll knowledge and experience, she provides an established base to meet the needs and challenges for all institutions we service.

Tara's spare time is spent enjoying time with family/friends, drinking coffee and playing games. She has two fur babies at home named Foster and Otto that keep her informed of their daily activities (as they are very talkative!).

Tara's contact information is (608) 262-9474 or tara.barbosa@uwss.wisconsin.edu

Office Hours:
Monday-Thursday 7:00am-4:30pm
Friday 11:30am – 3:30pm

PAYROLL

Amy Bobylak began working as a Payroll and Benefit Specialist with UW-Parkside in 2014. She was the lead payroll specialist, processing monthly and biweekly payrolls for over 1000 Parkside employees, including Faculty, Academic Staff, University Staff and Students. Amy transferred to UW-Shared Services as a Payroll Coordinator in September 2019 and has been working with several institutions providing high quality payroll services.

In Amy's spare time she enjoys playing with her 6-month old son, walking in the park, thrift shopping, and dining out with her husband (pre- COVID 19).

Amy's contact information is (262) 595-3050 or amy.bobylak@uwss.wisconsin.edu

SUMMER LEAVE REPORTS FOR ACADEMIC - YEAR EMPLOYEES:

Nine-month, academic-year employees with Summer contracts for teaching or other service, must complete a Summer 2020 Leave Report.

Online instructions:

[**Summer Leave Report for 9-Month Employees**](#)



July 4th Floating Legal Holiday

The July 4th legal holiday is a "floating" legal holiday for all employees, including those on consecutive furlough. It may be used any time during the "year." For University Staff employees, the "year" is the calendar year of 2020. For Academic Staff and Limited employees, the "year" is the fiscal year of July 1, 2020 to June 30, 2021. When the holiday hours are used, they are submitted as a regular absence request, selecting "Legal Holiday" as the absence name/type, and entering the number of hours used.

PAYROLL

FURLOUGH INFORMATION:

JULY/AUGUST FURLOUGH FOR MONTHLY EMPLOYEES: Please have all intermittent furlough entries for the months of July and August submitted on the timesheets and approved by **August 15th** to be processed on the August payroll, paid 9/1/2020.

Instructions:

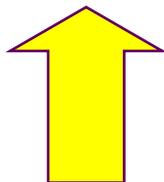
Furlough Timesheet Entry, Monthly NON-Instructional Staff

The timesheet should only be used for submitting furloughs. All other absences need to be submitted through the usual absence request process: [FA/AS/LI Absence Entry Instructions](#)

Taking furlough time off results in a reduction in pay for the employee. Multiple positions, especially with differing rates of pay, must have their own accounting for furlough time off.

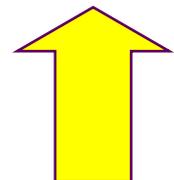
There are three separate sets of instructions for submitting intermittent furlough, dependent upon employee type. Below are links to the **Tipsheets**. Taking more than two furlough days consecutively must be pre-approved by the supervisor and Human Resources. If you have questions regarding furlough entry, please contact payrollsupport@uww.edu.

Furlough may be entered on the timesheet at any time, as it occurs or as planned for future dates. Intermittent furlough taken must be entered on the timesheet and approved in Payable Time by the supervisor, for the reduction in pay to occur. The timesheets are biweekly and are locked to employees the Monday night following the end of the biweekly pay period. If employees miss entering the furlough on their timesheet, they may contact the payroll department for assistance. **Furlough must be submitted and approved BY THE 15TH OF EACH MONTH for the reduction in pay to occur on that monthly payroll.** If not completed timely, the reduction in pay will occur on the next payroll.



****IMPORTANT****

Please Read



[Furlough Entry Tipsheet, Monthly Instructional Staff Only](#)

[Furlough Timesheet Entry, Monthly NON-Instructional Staff](#)

[Furlough Timesheet Entry, Biweekly Employees](#)

PAYROLL

For questions regarding payroll, earnings statements, funding, leave reporting, etc. please email: payrollsupport@uww.edu

For questions regarding the biweekly payroll, please contact:

Primary: Tara Barbosa

Tara.barbosa@uwss.wisconsin.edu

Back-up: Amy Bobylak

Amy.bobylak@uwss.wisconsin.edu



Your Warhawk Payroll Team
Reggie Brown, Andrea Campbell

The Payroll Team is continuing to work remotely. Please be assured that we are monitoring emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.



TITLE IX

Title IX Updates: The 3 R's Recognize, Respond & Report

Recognize

Whether or not you are physically on campus or working remotely, the University of Wisconsin-Whitewater is committed to creating and maintaining a community environment that is free from any form of gender discrimination, including sexual harassment and sexual violence.

Our reporting options remain in place and we continue to encourage students and staff to reach out if you need assistance.

Although many people recognize Title IX as it applies to equity in sports programs, the law is broad and covers much more than athletics. Federal guidance documents its

application to transgender individuals and pregnant and parenting individuals. For questions on how the law applies to this, please contact the Title IX Coordinator at titleix@uww.edu.

Respond

If you are experiencing a situation that makes you uncomfortable, or you are unsure of how to address the situation, please feel free to contact me. In most cases, the best response is one with compassion as well as guiding the individual to connect with the Title IX Coordinator.

Report

To report incidents of sexual misconduct, you can go to our incident report page located at <http://www.uww.edu/dean-of-students/reporting-forms> You can also send an email to titleix@uww.edu.

Reporting... Next Steps

Once the form is submitted, someone from either Human Resources and Diversity or the Dean of Students Office will reach out to the complainant asking them to schedule a resource meeting with me, the Title IX Coordinator. In that meeting, I will explain to them their rights, process, and options for next steps. The complainant is not required to meet with me, but the initial meeting usually helps them understand our process. Those meetings can happen via phone, WebEx, or other electronic means. I can also send them an email with the listed information.

The full Title IX policy can be found here: <http://www.uww.edu/sexual-misconduct-information> If you have any questions or concerns regarding these policies or processes, please feel free to contact me at titleix@uww.edu or by calling my office number at 262-472-2143. You can also contact me to schedule a training for you and your staff/employees in your department.



I continue to work remotely. Please be assured that I am monitoring emails and voicemails and will reply as soon as I am able. Thank you, take care and stay safe.

Your Warhawk Title IX Coordinator
Vicki Schreiber, Ph.D.



TITLE IX

Table of Employment Laws

Law	What Regulation States	Who Enforces
Americans with Disabilities Act	The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.	United States Department of Justice
Fair Labor Standards Act	The Fair Labor Standards Act (FLSA) guarantees a number of rights, primarily aimed at ensuring that workers get paid fairly for the time they work.	Department of Labor
Family and Medical Leave Act	The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. This includes: <ul style="list-style-type: none"> • For the birth and care of the newborn child of an employee; • For placement with the employee of a child for adoption or foster care; • To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or • To take medical leave when the employee is unable to work because of a serious health condition. 	Department of Labor
Title IX of the Education Amendments Act	Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."	Office of Civil Rights in the Department of Education
Title VII of the Civil Rights Act	Title VII of the Civil Rights Act of 1964 is a federal law that protects employees against discrimination based on certain specified characteristics: race, color, national origin, sex, and religion.	Equal Employment Opportunity Commission
Unemployment	Unemployment benefits, usually in the form of weekly payments, are paid to eligible workers who become unemployed through no fault of their own, and meet certain other eligibility requirements	Wisconsin Department of Workforce Development
Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)	"Military Leave" is any time off that is provided to staff who are members of the National Guard or other reserve component of the United States Armed Services and who are called to active duty, attend scheduled reserve service, and/or temporary training duty. Members of the United States Uniformed Services, you are entitled to special workplace protections under federal law.	United States Department of Labor
Whistleblower Protection Program	Whistleblower Protection Program enforces the whistleblower provisions of more than 20 whistleblower statutes protecting employees from retaliation for reporting violations of various workplace safety and health areas.	Occupational Safety and Health Administration (OSHA) through Department of Labor
Workers Compensation	The U.S. Department of Labor's Office of Workers' Compensation Programs (OWCP) administers four major disability compensation programs which provides to federal workers (or their dependents) and other specific groups who are injured at work or acquire an occupational disease – providing the injured: <ul style="list-style-type: none"> · Wage replacement benefits · Medical treatment · Vocational rehabilitation · Other benefits 	Department of Labor

TALENT ACQUISITION & RECRUITMENT

Policy Updates: USTE University Staff Temporary Employee)

UW System Policy 1256 University Staff Temporary & Project Appointments defines university staff temporary and project employees and establishes guidelines about when these appointment types should be used.

Highlights for USTE appointments include:

- The total time worked by an individual temporary employee in a temporary appointment must be less than 1,040 hours in a 12-month period.
- The position is seasonal in nature or occurs on an irregular basis (such as for filling a vacancy during recruitment).
- Section A(1)(h) outlines specific and limited eligibilities to work beyond 1,040 hours in a 12-month period.
- A temporary employee may not extend beyond the 1,040 limit by moving to another temporary appointment.

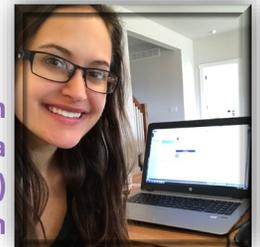
Please review the policy at the link provided above and if you have any questions contact Amy Sexton sextona@uww.edu.



*Your Warhawk Human Resources Talent team:
Amy Sexton, Victoria Johnson, Abby Dunkleberger*

Baby News!

Please join us in congratulating Victoria Johnson (HR Assistant) and her family in welcoming their new baby girl! Norah Renee Johnson entered the world July 10, 2020 weighing 8lbs 3 oz. and 19in long. Congratulations Victoria, Marshall, and newly promoted big brother Henry! Victoria is enjoying her full-time role as mom for the next couple of months and we wish them good health and many moments of joy.



The Talent Acquisition team is continuing to work remotely. Please be assured that we are monitoring emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

TALENT ACQUISITION & RECRUITMENT

Supervisors

What to do when your employee provides notice of resignation or retirement?

As a supervisor, when written notification is received from an employee regarding resignation or retirement it's important to complete the following as soon as possible:

1. Respond, in writing, to the employee accepting the resignation / retirement.
2. If not clearly outlined in the employee's letter, identify the last day in work status and the first day the resignation or retirement is effective.
3. Cc benefits@uww.edu in your response, including the original employee email or letter (as attachment)

If the employee gives verbal indication of resignation or retirement to you as supervisor, ask for this in writing, requesting it within a reasonable amount of time (24-48 hours). If the employee does not provide the written notification, you may email the employee indicating the date and time of the verbal discussion when notice was given and

acceptance of the resignation/retirement effective the date as discussed in the verbal communication. When you send this communication, cc benefits@uww.edu and your HR liaison as noted above.

If the employee is transferring to another state agency or UW System campus please alert us to this within the email as well.

The office of Human Resources & Diversity will initiate the process for separation and off-boarding. Additionally, we will be happy to work with the supervisor on next steps for filling the vacancy as appropriate. It is important to respond and include benefits/HR as soon as possible. Timely submission to HR&D ensures appropriate leave and benefits counseling and payroll calculations.

Please let us know of any questions regarding employee resignations and retirement notifications.



Access & Training

Change of Status – E-Rehire – Student Employment Tool – TAM – Recruitment Approval Request

For employee access to HR platforms (E-rehire, Change of Status, etc.), have your supervisor email your designated HR liaison, or email us with cc to your supervisor with request for the access. Additionally, if you have questions about these platforms, please reach out – we are happy to assist!

TRAINING & DEVELOPMENT

Upcoming Training and Development Opportunities:

- **August 6** – Student Employment Hiring will take place from 10 a.m. – 11:30 a.m. Kai Instefjord will provide you with the updates on the student employment tool and new student hire paperwork.
- **August 11** – If you are a new hire, and haven't attended a New Hire Campus Orientation, please join us from 10 a.m. – 11:30 a.m.

If you would like to receive an invitation to the August 6 or 11 training, please email warhawku@uww.edu.

Remember, Supervisor online training modules are now available! We currently have the following online training modules available. More will be coming soon!

- Payroll for Bi-Weekly Employees
- E-ReHire
- Recruitment
- Change of Status

Keep an eye out for the “HR&D Bridging Information” invite that will be sent via email.

If you are looking for any training and development opportunities, please contact warhawku@uww.edu.



Your Warhawk HR & D and Community Engagement Center Development Coordinator
Gina Elmore



Human Resources & Diversity Subject Matter Expertise Areas

<u>Subject Matter Expert</u>	<u>Specialty</u>
<p>Janelle Crowley, Ph.D. <i>Chief Human Resources Officer</i></p>	<p>Leads all training, talent acquisition and career development activities. Promotes inclusion in the workplace and reinforces our position as an equal opportunity employer.</p>
<p>Connie Putland <i>Asst. Chief H.R. Officer</i></p>	<p>Primary contact for ADA and employee relation matters</p>
<p>Gina Elmore <i>Development Coordinator</i></p>	<p>Training and Development Coordinator & Community Engagement Center Manager</p>
<p>Vicki Schreiber, Ph.D. <i>Title IX Coordinator</i></p>	<p>Title IX Resources & Policy contact, Trauma Informed investigator, Restorative Justice circle keeper</p>
<p>Reggie Brown <i>Payroll & Benefit Supervisor</i></p>	<p>Unemployment contact, Absence Management, Int'l student employment</p>
<p>Stephanie Hartmann <i>Benefits Specialist</i></p>	<p>Benefits, FMLA, campus Wellness contact resignations, and retirements</p>
<p>Kai Instefjord <i>H.R. Assistant</i></p>	<p>Student Employment & Camps Contracting</p>
<p>Amy Sexton <i>Human Resources Specialist</i></p>	<p>Staffing & Recruitment Process Management, Compensation, New Employee & Rehire Contracts, Employee Lifecycle Changes (Change of Status)</p>

UW-W Office Human Resources & Diversity

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



everything will be okay
in the end.

if it's not okay,
it's not the end.

(unknown)