Hello Warhawk Family!

Welcome to Human Resources & Diversity’s News & Notes December edition. This is the time of year when we look back at our accomplishments from 2020 and look forward to 2021. This certainly has been an unusual year. We have experienced a global pandemic, social unrest, furloughs, and virtual offices. However, along with the challenges, we have also learned how to care for others when health is compromised, how to get our work done remotely, and the advantages of technology. The academic year is only half way through, but the caring and compassion that I have witnessed with our fellow employees gives me hope for a wonderful holiday season.

Follow the links on the left of this page to take you to the subject matter for this December 2020 edition. 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 to see the current and past editions.

As always, thank you for taking the time to read this newsletter!

Best,

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

**New! Schedule Your Retirement Appointment Online**

Scheduling a benefits counseling appointment is easy using our new, secure online appointment scheduling system. You can view available appointments and book an appointment with an ETF benefits specialist — 24/7 — and in just a few clicks. [More Online Scheduling](#)

**Reminder:** Please make sure you are keeping all of your personal information up to date. This includes: preferred name, email, phone number, home & mailing address, dependent/beneficiaries, etc. Please email benefits@uww.edu if you need to update your information.

**Additional ETF/Retirement Information**

*Retirement Planning checklist:* [http://etf.wi.gov/members/retirement_checklist.htm](http://etf.wi.gov/members/retirement_checklist.htm) - this is a valuable tool that will outline the process for you and let you know when you need to do what.


*WRS Retirement Benefits Calculator:* [http://etf.wi.gov/calculators/disclaimer.htm](http://etf.wi.gov/calculators/disclaimer.htm) - this tool will calculate an unofficial projection of your WRS retirement benefits.

*Applying for your Retirement Benefit:* [http://etf.wi.gov/publications/et4106.pdf](http://etf.wi.gov/publications/et4106.pdf) - this booklet will provide you a complete guide to applying for retirement including payments, changing options, cancelling, FAQ’s, etc.

*How to Retire-Request your Benefit Estimate:* [http://etf.wi.gov/members/how_to_retire_estimate.htm](http://etf.wi.gov/members/how_to_retire_estimate.htm) - this explains how to request your retirement estimate from ETF.


*What happens to your Benefits in Retirement:* [https://www.wisconsin.edu/ohrwd/benefits/download/ret/benatret.pdf](https://www.wisconsin.edu/ohrwd/benefits/download/ret/benatret.pdf)

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**Well Wisconsin Radio:** There is a new Well Wisconsin Radio for 2021 that contains all recorded versions of the expert interviews held in 2020. You can find more information [here](#).
Benefits & Wellness

Employee Assistance Program

Our Employee Assistance Program (EAP) is FREE to UW System employees, their spouses or significant others, and their dependents. The goal of an Employee Assistance Program is to provide employees with a guide to achieving greater work-life balance and overall health and wellbeing.

***Important Change***

The Employee Assistance Program (EAP) vendor is changing from FEI to Kepro effective January 1, 2021

Eligible employees (and/or members of their household) may continue to contact FEI for EAP services until December 31, 2020. On/after January 1, 2021, employees should initiate EAP services through Kepro.

Employees currently receiving counseling services from FEI:
Sessions will end on December 31, 2020. FEI has sent each of their counselors a letter regarding the transition to Kepro and how to become a part of Kepro’s network.

- If the counselor is already a Kepro affiliate, employees may begin scheduling their sessions to occur on/after January 1st with the same counselor.
- If the counselor is not in Kepro’s network, the counselor can work with Kepro to become an affiliate so employees may continue their sessions with the same counselor on/after January 1st. If their counselor does not become an affiliate of Kepro or the employee would like to see a different counselor, the employee should call Kepro on/after January 1st for assistance.

December Webinars

UW System - UW System has a large variety of webinars in the month of December. For a complete list and to register, please click here

ETF - ETF has a variety of webinars & trainings in the month of December. For a complete list and to register, please visit this link: ETF
Benefits & Wellness

StayWell Wellness Incentive

StayWell’s $150 Wellness Incentive Employees and spouses who have received their $150 Wellness Incentive will see withholdings reflected on their December pay stub. Financial incentives will be reported as taxable wages and subject to applicable withholdings and taxes. You will see withholdings for all incentives issued in the current calendar year reflected on your December pay stub. This will include incentives issued to your eligible family members. Withholding may include 7.65% for Social Security and Medicare if the employee is FICA Eligible and may include federal and state withholding, depending on the number of exemptions you claimed on your W-4.

Note: Some individuals may have met their Social Security Tax maximum in 2020, $8,537.40, and therefore, they may only have Medicare Tax withheld. For questions about the $150 Well Wisconsin incentive contact StayWell at wellwisconsin@staywell.com. For questions about incentives provided by your health plan carrier, contact your health plan carrier directly.

WINGO update:

WINGO ended on November 15th. Thank you to all who participated in WINGO! We had over 100 participants and received great feedback! Please keep an eye out for more wellness activities in 2021! Watch for a survey going out to campus in early 2021 for feedback on wellness events in 2020 and ideas/suggestions for 2021.

Here are some additional pictures we received for this year’s WINGO:

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.

Email good news to benefits@uww.edu

Martha Stephenson shared this shot from Governor Dodge State Park.

Mary Alkons submitted this mountain top view of Mt. Crested Butte in Colorado

Kim Adams submitted this action filled picture of herself wake boarding over the summer.

Your Warhawk Benefits Team
Stephanie Hartmann & Aubrey Maciosek
Student Time Entry

We have been notified of a widespread issue among student employees accessing their time entry method (Timesheet and Webclock). Shared Services and our iCIT department are aware of the issue and are working to resolve it. Several students are still able to access their time entry through an alternative route which is posted below. This route has not worked for every student experiencing this issue so if your student is still unable to access their time entry, please have them report their time to their supervisor to record the time on their behalf.

An alternative route to access time entry method by going to HRS directly through this url: https://www.hrs.wisconsin.edu/login

Once logged in, click on the compass icon at the top right and then please follow this path: Select Fluid Home > Click the Time tile > Select Timesheet or Webclock from the nav menu on the left

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.
**PAYROLL**

**Furlough Reporting / Qualtrics Survey**

Supervisors/approvers of all faculty and academic staff have received information detailing the days/number of hours of furlough taken by their employees, and future furlough days that have been entered into HRS. Discussions should occur between employees and supervisors to plan and schedule all remaining furlough days through the end of the contract period (May 19, 2021 for academic-year employees; June 30, 2021 for annual 12-month employees).

Supervisors will enter information for each of their employees into a Qualtrics survey, **no later than Friday, December 18th**. Human Resources will enter the furlough for the employees and approve the entries for the supervisors/approvers. This process will help employees prepare and plan their personal finances, and ensure that the funds are removed from the corresponding payroll. This survey/furlough entry process applies only to faculty and academic staff. While it may be beneficial to discuss plans for remaining furlough for University Staff employees, they are not to be included in the survey process.

**Single Payroll Project Update**

The Single Payroll project is a system-wide initiative to standardize System payroll by moving all employees to the current biweekly payroll cycle. In addition, this project will split most benefit deductions evenly over the biweekly paychecks making benefit premiums more predictable and manageable for employees.

In October, information about this project was shared with key stakeholders including leadership, human resources teams, and joint governance. The proposal included a planned implementation date of January 17, 2021. This date was selected because three biweekly pay periods occur in this month. Based on feedback from these groups, President Thompson has approved a final implementation date of **July 18, 2021**.

The July 2021 implementation date provides additional time for communication, employee education, and preparation to help ease the transition to the new pay schedule and also occurs in a month with three biweekly pay periods.

UW-System and Human Resources will provide further on-going communication and education regarding this July 2021 payroll change beginning in the new year.
Payroll

Legal Holidays and the Use of Furlough

To earn and be paid for a legal holiday, employees must be in pay status the day before or the day after the legal holiday. Pay status includes working or using paid leave, whereas furlough is unpaid time off. If furlough is taken both the day before and the day after a legal holiday, the employee will not earn or be paid for the holiday. The full text of the policy may be found here: Legal Holiday Policy

To be eligible for a paid legal holiday, you must:

• Be eligible for sick leave
• Be actively employed on the legal holiday

And one of the following:

• Be paid for the work day immediately before the legal holiday
• Be paid for the first work day immediately following the legal holiday
• Work on the legal holiday

Quick Links

2021 ACA Calendar
2020 Payroll Calendar
2021 Payroll Calendar
2020-2021 Academic Year Calendar

Furlough Timesheet Entry for NON-INSTRUCTIONAL Monthly Employees
Furlough Entry for INSTRUCTIONAL 9-Month Employees

For questions regarding earnings statements, funding, leave reporting, monthly payroll, furlough, etc. please email: Payroll Support

For questions regarding processing the biweekly payroll (timesheet entry and approval, exceptions, etc.) please contact: Tara Barbosa or Shared Services

Your Warhawk Payroll Team
Reggie Brown, Andrea Campbell
IMMIGRATION

UW-Whitewater Immigration Courses

A new, inaugural Immigration Newsletter went out this week to our International Faculty and employees and the Deans of their respective colleges. If you did not receive a copy of that newsletter in your email, but would like to receive one, or interested in EB-1 guidance, form I-485, and accompanying documents, please contact Margaret Wheeler, Immigration Specialist at wheelerm@uww.edu; 262-472-1494. Online and remote assistance are available.

Immigration and Affirmative Action
Margaret Wheeler, JD

ROCK COUNTY CAMPUS

About Campus

UW-Whitewater's Rock County campus is located on Janesville's southwest side. A free shuttle links the campus to UW-Whitewater’s main campus and the Van Galder JTS bus stop in Janesville.

Your Warhawk Human Resources
Rock County Campus Administrative Specialist
Tanja Anderson

If you have any questions for Tanja, her contact information is:
Email: andersot@uww.edu
Phone: 608-898-5039

TALENT ACQUISITION & RECRUITMENT

The Talent Acquisition team is continuing to work remotely when appropriate. We continue to monitor emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

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

**Title IX Updates**

Check out the Title IX Sexual Misconduct Information website located [here](#). The site provides information on how to report incidents of sexual misconduct to University of Wisconsin - Whitewater staff and/or University Police, resources and advocacy support, and prevention and training efforts on campus.

*Holiday information on pages 6&7 retrieved from https://worldstrides.com/blog/2015/12/december-holidays-around-the-world/ and http://holidayinsights.com/moreholidays/December.htm*

**TRAINING & DEVELOPMENT & COMMUNITY ENGAGEMENT CENTER**

**Training and Development**

The Fall 2020 Annual Supervisor Training was held November 18 and November 19, and is now available on Canvas. New topics such as “Remote Supervising” and “The New Normal” were shared. Please email elmoreg@uww.edu if you would like the link to gain access to the Canvas Course.

As always, please reach out to Gina Elmore for any specific Training and Development needs.
DECEMBER HOLIDAYS AROUND THE WORLD

The University of Wisconsin - Whitewater students, faculty, and staff are a diverse group of individuals from many backgrounds and beliefs. The month of December is a host of a myriad of holidays, celebrations, and remembrances for many different people and cultures. The following list of dates and celebrations are just a few from around the world that are observed in this month.

Kisan Diwas - This is the name for National Farmers Day in India. It is celebrated every year on December 23, which is the birthday of the 5th Prime Minister of India, Choudhary Charan Singh. Singh introduced many policies to improve the lives of Indian farmers. For more information visit https://www.mapsofindia.com/events/uttar-pradesh/kisan-diwas.html

Hogmanay - Hogmanay is the Scots word for the last day of the year and is synonymous with the celebration of the New Year in the Scottish manner. It is normally followed by further celebration on the morning of New Year’s Day or, in some cases, on January 2, which is a bank holiday.

Ōmisoka - Ōmisoka, New Year’s Eve, is considered the second-most important day in Japanese tradition as it is the final day of the old year and the eve of New Year’s Day, the most important day of the year. Families gather on Ōmisoka for one last time in the old year to have a bowl of toshikoshi-soba or toshikoshi-udon, a tradition based on eating the long noodles to cross over from one year to the next. Learn more about Ōmisoka here.
# Human Resources & Diversity Subject Matter Expertise Areas

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

Hyer Hall, Room 335 • HR@uw.edu

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