



University of Wisconsin  
**Whitewater**

Human Resources  
and Diversity

**OFFICE OF HUMAN RESOURCES & DIVERSITY**

**NEWS & NOTES**

DECEMBER 2021 (V.4.6)

DIVISION OF ADMINISTRATIVE AFFAIRS

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**HELLO WARHAWK FAMILY!**

Welcome to Human Resources & Diversity's News & Notes *December 2021* edition. December is known as the time of year many countries celebrate a variety of holidays. If you are someone who celebrates one of these holidays, or doesn't celebrate holidays, December marks the end of a semester, as well as an end of the calendar year. Take this time to reflect on the year and think about what 2022 will bring.

This newsletter includes important information for campus, including ADA information, year end benefit and wellness information, payroll, and much more. You can follow the links to any topic in which you seek additional information. As always, the index to the left on this page links to the various pages and topics highlighted in this 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.*

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



"I appreciate the beauty of a snowflake; it is necessary to stand out in the cold."

- Aristotle

**December**

**Universal Human Rights Month  
National Drunk & Drugged Driving  
Prevention Month**

December 1	World AIDS Day Romania National Day National Christmas Lights Day	December 10	Human Rights Day
December 2	Int'l Day for the Abolition of Slavery	December 12	Int'l Children's Day Our Lady of Guadalupe Day
December 5	Repeal Day	December 15	Bill of Rights Day
December 6	St. Nicholas Day National Day of Remembrance & Action on Violence Against Women	December 21	Winter Solstice
December 7	Pearl Harbor Day	December 23	Festivus (for the rest of us)
		December 25	Christmas Day
		December 26	Kwanzaa begins Boxing Day
		December 31	Omisoka New Years Eve

**Hyer Hall 330**

Phone: 262-472-1024  
Fax: 262-472-5668

[hr@uww.edu](mailto:hr@uww.edu)

**Office Hours:**  
7:45 am - 4:30 pm M-F

# Spotlight of the Month



## December Holidays



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.

Nov 28 - Dec 6	Hanukkah
December 1	National Christmas Lights Day
December 6	St. Nicholas Day
December 12	Our Lady of Guadalupe Day
December 15	Bill of Rights Day
December 21	Winter Solstice
Dec 21 - Jan 1	Yule
December 23	Festivus (for the rest of us)
December 23	Kisan Diwas (India)
December 25	Christmas Day
December 26	Kwanzaa begins Boxing Day (U.K., Canada, Australia)
December 31	Omisoka (Japan) New Years Eve Hogmanay (Scotland)

**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. For more information visit <https://www.mapsofindia.com/events/uttar-pradesh/kisan-diwas.html>

**Hogmanay** - Hogmanay 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, is considered the second-most important day in Japanese tradition with the first being New Year's Day. 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](#).

# ✦ Benefits ✦



## Annuity Options Webinar

When you get your retirement estimate, you'll see that there are many options for receiving your retirement benefit. You can choose to receive the payment for your life or extend it beyond your life to your loved ones. The choice is yours. We'll discuss how each options impacts the size of your payment and affects your loved ones.

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

- Define and explain annuity, annuitant, beneficiary, and named survivor
- Compare the different annuity options
- Find resources with more information
- Identify the next steps for you to choose an annuity option

### Dates and Times of Sessions:

Wed, December 1st, 2021 11:00am-11:30am

Thu, December 9th, 2021 1:00pm- 1:30pm

Thu, December 16th, 2021 6:00pm-6:30pm



To register, go to: <https://attendee.gotowebinar.com/rt/3852572613792505870>

## Preparing for Retirement Webinar

Planning to retire in the next 1-10 years? Then this webinar is for you.

We'll discuss:

- The money you and your employer have put towards your retirement account
- How your retirement account grows through investments
- When you can retire
- Options for receiving your retirement benefit
- Rules you must follow if you return to work after retiring

and more!

### Dates and Times of Sessions:

Wed, December 1st, 2021 1:00pm- 2:00pm

Mon, December 13th, 2021 6:30pm-7:30pm

To register, go to: <https://attendee.gotowebinar.com/rt/2273159340156240144>



# ✦ Benefits ✦



## Group Insurance Board Premiums Information - State Group Life

The Group Insurance Board (GIB) moved forward with the 5% increase to the employee premium rates effective April 1, 2022. On August 19, 2019, the Board adopted a plan that authorized a 5% annual premium increase to the state plan effective April 2020 through 2028. This action was taken with the goal of maintaining and managing the program to a 100% funding level for each plan.

- The premium rates for spouse and dependent coverage will remain the same as the current rate of \$2.26 per unit.
- For rates effective April 1, 2022 - March 31, 2023, please see [Group Life Insurance Plan Monthly Rates \(ET-2164\)](#).
- Spouse and Dependent Coverage plan premiums will remain at \$2.26 per unit of coverage.

The state employer contribution for basic coverage is an amount equal to 65.25% of the employee-paid premium. The contribution for supplemental coverage is 37.25% of the employee premium. This employer rate is unchanged from 2021.

Since 2011, Securian Financial has offered [Lifestyle Benefits services](#), a group of additional services to state employees enrolled in the life insurance plan and their immediate family members at no additional cost. The services include legacy planning resources, legal, financial and grief resources, travel assistance, and beneficiary financial counseling.

Securian contracts with providers to offer these services at no additional cost to employees. There are no administrative responsibilities for ETF or employers. The services are optional. The service providers do not receive any personal employee information, and the providers will not initiate contact with employees.



Your Warhawk Benefits & Wellness Team

Stephanie Hartmann, Benefits Specialist  
Grace Jezuit, Student Benefits Assistant



**The Benefits & Wellness**  
Team continues 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.

# ★ Front Desk and General Office ★

## Supporting Your Employees Through the Holidays

According to Lyra Health, seasonal stress stems from many different sources. It helps to acknowledge that most people feel extra pressure this time of year. Here are some ways that managers can help their employees feel less overwhelmed, even if the majority of that stress is felt outside of the workplace.



### 1. Start with empathy

- Have one-on-one conversations with your employees and ask, “How can I better support you” and let them know it is ok to acknowledge when they feel extra pressure
- Listen before trying to problem solve and offer validation

### 2. Offer flexibility when possible

- Adjust schedules and allow for remote work when possible
- Move non-urgent projects

### 3. Encourage employees to take the time they need

- Even if your employees aren't traveling for the holidays, taking time off allows space to address more things on their to-do list

### 4. Be inclusive

- Not everyone celebrates the same holidays in the same way
- Invite people of a variety of backgrounds to help plan seasonal events and share their unique traditions.

### 5. Make holiday work celebrations optional

- Office parties can be a great way to connect, but they also come with a lot of pressure

### 6. Show your appreciation

- Help employees feel recognized by acknowledging their contributions

### 7. Be aware of distress signals

- Watch for signs that your employees may be experiencing something more serious than typical holiday stress. This could include increases in absenteeism, noticeable drop in productivity, mood swings or outbursts, social withdrawal, or unkempt physical appearance

### 8. Less stress for the holidays, and year-round

- Help address stress before it leads to burnout
- Encourage use of the Employee Assistance Program benefits

Information provided by Lyra, *Manager's Guide: Helping Your Employees Navigate Holiday Stressors*



Your Warhawk  
Human Resources Coordinator,  
Front Office Supervisor, and  
Human Resources Assistant

Ramon Rocha, Sr., DJ Judah,  
Kai Instefjord

Human Resources & Diversity Office is open regular hours but due to some staff still working remotely, we request that visitors please call ahead to schedule an appointment.  
**262.472.1024**

# ★ Front Desk and General Office Information ★

## Reasonable Accommodation for Employees - A Guide for Supervisors

If an employee in your unit is having difficulty performing his or her job, coming to work on time, or has frequent absences due to a disability or chronic medical condition, a reasonable accommodation may be needed. Reasonable accommodation is any change or modification to a job, the work environment, or the way things are usually done that enables a qualified individual with a disability to apply for a job, perform the duties of a job, and enjoy benefits and privileges of employment equal to those without disabilities, without causing significant difficulty or disruption in the workplace or posing a health or safety threat.

As a supervisor it is important for you to know how to recognize and respond to a potential accommodation request and to know what to do with confidential medical information. You should consult with Connie Putland, Deputy Chief Human Resources Officer, and the UWW Campus ADA Coordinator.

### Recognizing a Request

Watch for an employee making a **link** between having difficulties in the workplace and a disability or medical issue. For example:

- An employee says she's been late for work because of her medical appointments.
- During a performance review an employee states more severe migraines are preventing him from meeting deadlines.
- You receive a medical note indicating your employee is unable to shovel snow.
- It is obvious that a new employee in your unit will not be able to reach high shelves because she uses a wheelchair.

### Responding to a Request

Ask "What do you need to get your job done?" AND connect the employee with the campus ADA Coordinator at [putlandc@uww.edu](mailto:putlandc@uww.edu) or at 262-472-1409

### All Medical Information is Confidential

- You cannot ask if an employee has a disability or medical condition.
- You cannot disclose that an employee has a disability accommodation.
- Medical information (written or verbal) you receive must go the ADA Coordinator and not shared with others.

### Consult Early & Often!

We are here to help! We want to hear from you whenever you recognize a significant change in an employee's attendance, performance or behavior, or if you believe that a disability or medical condition is contributing in any way to performance, conduct, or attendance issues. Please contact Connie Putland at [putlandc@uww.edu](mailto:putlandc@uww.edu) or 262-472-1409

### Call the ADA Coordinator when an employee:

- is using a lot of leave
- gives you a doctor's note
- states he or she cannot do a task because of a medical condition
- uses more FMLA leave than authorized
- has made a Workers' Comp claim
- requests leave for medical treatment or surgery



Your Warhawk Human  
Resources Deputy Chief Human  
Resources Officer

Connie Putland

*On November 12, 2021, Connie earned her ACTCP (ADA Coordinator Training Certificate Program) Advanced Employment Certificate from the Great Plains ADA Center and the University of Missouri College of Human Environmental Sciences.*

## ★ Immigration ★

### Immigrant Journeys from South of the Border

A traveling exhibit of stories and photos will take place at the UW-Whitewater Community Engagement Center, 1260 W. Main Street, Whitewater, WI.

The exhibit begins on Thursday, December 2 with an opening reception from 5-6 pm and a panel from 6-7 pm.

The exhibit is open every day except weekends from **December 2 through December 15 from 11 am to 6 pm each week day.**

For more information about this exhibit, please refer to the flyer at the end of this newsletter located [here](#) or for the Press Release (in Spanish) located [here](#).



### Immigration/Affirmative Action Services

**Margaret Wheeler**, our *Immigration and Affirmative Action Specialist*, can be reached at her office in the Community Engagement Center, Room 123. She continues to be responsible for immigration cases for all international faculty. In addition, she offers workshops and one-on-one assistance, remote or in-person, regarding EB-1 cases, EB-3 cases, form I-485 and supporting documents. She also assists immigrants in the Whitewater community and beyond, with their immigration cases. Currently, she works with UW-Whitewater student interns, training them in the practice of immigration law as they fulfill their legal studies' requirements.

If you are an international faculty member and have any new information or documentation related to your immigration situation, please contact Margaret Wheeler. This includes: a new work permit, green card approval, marriage, birth of a child, and any situation for which an immigration update or change could be necessary.

Contact Information:

[wheelerm@uww.edu](mailto:wheelerm@uww.edu);  
262-472-1494



International Employment &  
Immigration Specialist  
Margaret Wheeler, JD





## Legal Holiday, Floating Holiday and Carryover Vacation Use Reminders

[Link to the Portal reminders in HR, Payroll and Benefits News:](#)

Posted October 6, 2021: - [December 25 Floating Legal Holiday Deadline](#)

Posted November 5, 2021 - [December 31 Deadline: Carryover Vacation/Personal Holiday](#)



2021 Legal Holidays	When Observed
New Year's Day, January 1	Friday, January 1
Martin Luther King Jr. Day, Third Monday in January	Monday, January 18
Memorial Day, Last Monday in May	Monday, May 31
Independence Day, July 4	Monday, July 5 (Observed)
Labor Day, First Monday in September	Monday, September 6
Thanksgiving, Fourth Thursday in November	Thursday, November 25
Christmas Eve, December 24	Friday, December 24
Christmas, December 25	Saturday, December 25 (Floating Holiday)
New Year's Eve, December 31	Friday, December 31

**\*University Staff- Please use the Floating Holiday on Dec. 25, 2021, before Dec. 31, 2021, or it would be lost. Same applies to next year in 2022 for all three Floating Holidays.**

2022 Legal Holidays	When Observed
New Year's Day, January 1	Saturday, January 1 (Floating Holiday)
Martin Luther King Jr. Day, Third Monday in January	Monday, January 17
Memorial Day, Last Monday in May	Monday, May 30
Independence Day, July 4	Monday, July 4
Labor Day, First Monday in September	Monday, September 5
Thanksgiving, Fourth Thursday in November	Thursday, November 24
Christmas Eve, December 24	Saturday, December 24 (Floating Holiday)
Christmas, December 25	Monday, December 26 (Observed)
New Year's Eve, December 31	Saturday, December 31 (Floating Holiday)





## Pay Plan Update

We want to provide an important update related to the pay plan adopted by the legislature for this biennium and its implementation. The legislature's Joint Committee on Employment Relations [JCOER] needs to approve the final version of the 2021-23 Compensation Plan for the University of Wisconsin System in order for it to be implemented. JCOER has not set a meeting date for that final approval, likely leading to a delay in when the pay plan impacts paychecks. We understand the importance of the pay plan increases to all of you and we will continue to closely monitor the progress in pay plan approval and implementation. When new information is available, we will provide an update.



## University Staff Use of Floating Holiday Time

Floating holiday time can be used any time during the calendar year in which it is earned. January 1 floating holiday cannot be used until the year it is earned. Legal and floating holiday hours should be used in the calendar year in which they are granted. There are no provisions that allow University Staff employees to carryover floating holiday time into the next calendar year. Thus, individuals should use their floating holiday time before using vacation time.

## Faculty, Academic Staff and Limited Appointees Use of Floating Holiday Time

Floating holiday time can be used any time during the fiscal year in which it is earned. This means that a "January 1" floating holiday can be used anytime in the fiscal year it is earned. Unused floating holiday time is lost after June 30. Thus, individuals should use their floating holiday time before using vacation time.

- University Staff would add the Floating Holiday usage to your timesheet and choose the Legal Holiday
- Exempt Employees would add the Floating Holiday as an Absence and choose Legal Holiday
- Link to Employee Self Service guides: <https://uwservice.wisconsin.edu/help/time-absence/>

If you have further questions, please contact [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu) . Thank you!

For those who were on a monthly payroll and moved to the bi-weekly payroll, questions regarding earnings statements or leave reporting (academic year or summer reporting) please contact our [Shared Services Payroll](#) partners. If you have questions about funding or furlough, please email: [Payroll Support](#)

For questions regarding processing the hourly paid biweekly payroll (timesheet entry and approval, exceptions, etc.) please contact our [Shared Services Payroll](#) partners.

Your Warhawk Program  
Manager  
Payroll, Benefits &  
Shared Services Liaison:

Steve Marshall



# ★ Rock County Campus ★

## Handshake at Rock Campus

The Rock County campus has started using Handshake for Fall 2021 student employment opportunities!



Handshake is UW-Whitewater's career management system & online job board. You'll find all of the following on Handshake:

- **Job & Internship Postings:** Search for on-campus and off-campus student jobs, internships, and full-time jobs requiring bachelor or master degrees.
- **Career Fairs:** View information about upcoming career fairs, including employer participant lists and available opportunities
- **Career Events:** Find out about upcoming networking events and career-related workshops
- **Employer Database:** Search for employers by location & industry to network, find potential opportunities, and view company reviews

For more information on Handshake, visit the [Career & Leadership Development page here](#) or follow the above icon to the handshake login.



## Shuttle Service to Rock County

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 during the academic year. The Warhawk Shuttle service for the Fall 2021 semester will run from September 2 - December 17, 2021. There is no service on days where regular semester classes are not in session (Winter, Summer, Spring, and Thanksgiving Breaks as well as any legal holidays observed by UW System). All current faculty, staff, and students are eligible to ride the Warhawk Shuttle. Questions or comments regarding shuttle service should be directed to the [website](#) or [email](#).



The Warhawk Shuttle service for the Fall 2021 semester will run from September 2 - December 17, 2021. There is no service on days where regular semester classes are not in session.

Your Warhawk Human  
Resources Rock County  
Administrative Specialist

Tanja Anderson



If you have any questions for Tanja, her contact information is:

Email: [andersot@uww.edu](mailto:andersot@uww.edu)

Phone: 608-898-5039

## ✦ Talent Acquisition & Recruitment ✦

### Employee Rehire Submissions for Spring Semester (Yes, “Spring” is Just Around the Corner!!)

Please start preparing for January rehires by initiating an E-Rehire for those individuals who will be returning for spring semester, which begins on January 4<sup>th</sup>, 2022. If you have questions about processing E-rehires or best practices for enrollment-based contract language, etc., please contact your HR liaison for assistance. You may access the E-Rehire application here: <https://www.uww.edu/adminaffairs/hr/rehire>

#### Access & Assistance

For employee access to HR platforms (E-rehire, Change of Status, etc.), have your supervisor email your designated HR liaison. Additionally, if you need assistance or a brief tutorial on these platforms, please reach out – we are happy to assist!

#### Title & Total Compensation

All employees should have received an email with a letter confirming their new title with implementation of the Title & Total Compensation project. Letters for instructional academic staff came from [hr@uww.edu](mailto:hr@uww.edu), letters for all other employees came from [UWSystemHR@uwss.wisconsin.edu](mailto:UWSystemHR@uwss.wisconsin.edu). These letters contain new TTC job title, proposed business title, salary grade with the range minimum and maximum. If you find errors in this information or have questions, or if you did not receive a letter, please contact us.

#### Title Appeal Process

The title appeal process allows an employee who believes their Standard Job Title (as assigned through the Title and Total Compensation Project) is incorrect to request a review of their title assignment. You may review SJDs here: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/standard-job-description-library/>

The Title Appeal Process document: [TTC - Title Appeal Process](#) outlines what can be appealed, what cannot be appealed, how to file an appeal and provides step-by-step process guidelines. If, after review of this information you feel an appeal is appropriate, submit the [TTC - Title Appeal Request Form](#) according to direction in the process document.

We have created a flow chart to provide a clear outline of the steps in the full process [TTC - Title Appeal Flow Chart](#)

*If you have any questions, please reach out to one of your Human Resources  
TTC subject matter experts*

**Amy Sexton**, Human Resources Associate Director  
Email: [sextona@uww.edu](mailto:sextona@uww.edu)

**Abby Dunkleberger**, Human Resources Partner  
Email: [dunkleba@uww.edu](mailto:dunkleba@uww.edu)

**Victoria Johnson**, Human Resources Business Partner  
Email: [johnsonv@uww.edu](mailto:johnsonv@uww.edu)



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.

# ★ Title IX ★

## Mandatory Employee Online Training

Employees are required to complete three different online training modules as a condition of employment. Those trainings are:

- *Information Security* (securing data and information technology) - this training is required annually
- *Mandated Reporter* (reporting of child abuse and neglect, Executive Order #54) - this training is required only once during your time at UWW. This is different than the Title IX training.
- *Sexual Harassment (Title IX)* - this training is required once every three years

All three of these trainings can be found in my.wisconsin.edu portal under "Mandatory Training."

Information about past due trainings went out recently to both the employee and their "Time Sheet Approver." If you received an email about a training, but that employee no longer works in your area, make sure you have completed the appropriate termination paperwork in the employment tool so they can come off your list.

Look for regular updates and reminders about the trainings.



Training is mandatory, therefore expectation is 100% completion. Employees have 30 days from notification to complete the training. Training that is incomplete past the 30 days is considered overdue, which may result in notification of the employee's supervisor. Incomplete Information Security Training may also result in disconnection of technology access until the training is complete.

## Mandatory Student Sexual Assault Prevention Training

Students who have not completed their required online **Sexual Assault Prevention Training** through *Everfi* will have a hold on their account preventing them from modifying their schedule or register for a future semester. This is a training required of all students and is different than the training required by student employees. Students have received bi-weekly notifications since August about the training and the holds. I will be checking the training status daily to release holds of those who have completed the training. We ask that students allow up to 24 hours for the hold to be released since it is a manual process. The goal, as always, is to ensure 100% compliance, but to also get students registered during their assigned time.

For more information, go to the UWW Sexual Misconduct information page located [here](#).



The Title IX Coordinator continues to work remotely but is available for on-campus appointments upon request.



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



# Wellness

## UW- Rock County Employee Massages

Mark your calendars for December 1st from 12:30pm- 2:30pm! We are bringing Cheryl Timm, a local massage therapist to campus as a wellness initiative for employees. Cheryl will be doing 15 minute chair massages for \$15, payable in cash (Gratuity is also accepted and appreciated). Massages will be held at the Fireplace Lounge and are by appointment only.

We are requesting that employees only sign up for one time slot.  
[Click here to register for your appointment!](#)



## UW- Whitewater Employee Massages

Mark your calendars for December 8th from 10:00am- 2:00pm! We are bringing Cheryl Timm, a local massage therapist to our campus as a wellness initiative for employees. Cheryl will be doing 15 minute chair massages for \$15, payable in cash (Gratuity is also accepted and appreciated). Massages will be held at the University Center in room 68A and are by appointment only.

We are requesting that employees only sign up for one time slot.  
[Click here to register for your appointment!](#)



## Holiday Survival Guide Workshop by Kepro



On December 8th at 12:00pm our EAP provider, Kepro, will be hosting a workshop to discuss healthy ways to financially, emotionally, and mindfully approach the holiday season. The goal of this workshop is to give employees the tools to have a successful and happy holiday season.

[Click here to join the workshop](#)



Your Warhawk Benefits & Wellness Team  
Stephanie Hartmann, Benefits Specialist  
Grace Jezuit, Student Benefits Assistant



# ✦ Wellness ✦

## Visualize Your Wellness Workshop

If you missed the event while it was live, no need to worry! We have a limited number of kits still available, just email [benefits@uww.edu](mailto:benefits@uww.edu) and [You can click here to view a recording of the workshop.](#)



## Employee Well-being Webinars

To live well, it is important to take care of yourself - physically, emotionally, and financially. One of the ways you can do that is by increasing your knowledge about various aspects of your well-being.

[Click here to view a selection of upcoming webinars.](#) Registration is required and linked at the bottom of the flyer

## \$150 Well Wisconsin Program Tax Information

The \$150 Well Wisconsin Program incentive is a fringe benefit that is considered taxable income. The Department of Employee Trust Funds (ETF) notifies the UW System, three times per year, of employees that have received the incentive.

Incentives will be taxed on the following payrolls:

- December 2, 2021: for incentives received since August 2021
- June 2, 2022: for incentives received through early May 2022
- September 8, 2022: for incentives received through early August 2022
- December 1, 2022: for incentives received through October 2022

For information on upcoming wellness opportunities, Check out the Worksite Wellness website [Click here to visit the Worksite Wellness page](#)

# HR&D Subject Matter Expertise Areas

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
<b>Janelle Crowley, Ph.D.</b> <i>Chief Human Resources Officer</i>	<ul style="list-style-type: none"> <li>Leads all training, talent acquisition and career development activities.</li> <li>Promotes inclusion in the workplace</li> <li>Reinforces our position as an equal opportunity employer</li> <li>Co-facilitates Unconscious Bias Training</li> <li>Member President's Advisory Committee on Disability Issues [PACDI]</li> <li>Member University Insurance Board [UIA]</li> </ul>
<b>Connie Putland</b> <i>Deputy Chief H.R. Officer</i>	<ul style="list-style-type: none"> <li>Primary contact for ADA and employee relation matters</li> <li>Training and Development</li> <li>Title IX Deputy Coordinator for Employees</li> <li>Chair of CUPA-HR Midwest Region Board of Directors</li> </ul>
<b>Stephanie Hartmann</b> <i>Benefits Specialist</i>	<ul style="list-style-type: none"> <li>Benefits &amp; FMLA</li> <li>Wellness Coordinator</li> <li>Resignations and retirements</li> </ul>
<b>Kai Insteffjord</b> <i>H.R. Business Partner</i>	<ul style="list-style-type: none"> <li>Student Employment &amp; Camps Contracting</li> <li>Unemployment Contact</li> </ul>
<b>Damon Judah (DJ)</b> <i>Information Systems Business Automation Analyst</i>	<ul style="list-style-type: none"> <li><b>OBIEE</b> (Business Intelligence) to provide data across institution</li> <li><b>Ingeniux</b> (web content software - HR &amp; D website administrator)</li> <li><b>Excel</b> for reporting &amp; organizing data</li> <li><b>Riskconnect</b> to input Worker's Compensation claims</li> <li><b>MFA Tool</b> (for DUO access)</li> <li><b>ShopUW</b></li> </ul>
<b>Steve Marshall</b> <i>Program Manager - Payroll, Benefits &amp; Shared Service Liaison</i>	<ul style="list-style-type: none"> <li>Payroll &amp; Benefits</li> <li>Board of Directors/Certification Director - Northland HR Association</li> <li>Society for HR Mngmt (SHRM)- Instructor of certification preparation group</li> </ul>
<b>Ramon Rocha</b> <i>HR &amp; D Office Coordinator</i>	<ul style="list-style-type: none"> <li>Fluent in English and Spanish - provides translation for HR &amp; D Office</li> <li>Supervises Human Resources &amp; Diversity Student Employees</li> <li>MFA Tool (for DUO access)</li> <li>Assists with questions related to Direct Deposit forms and W-4 forms</li> <li>Campus Notary</li> </ul>
<b>Vicki Schreiber, Ph.D.</b> <i>Title IX Coordinator</i>	<ul style="list-style-type: none"> <li>Title IX Resources &amp; Policy</li> <li>Certified Trauma Informed Investigator</li> <li>Restorative Justice Circle Keeper Facilitator</li> </ul>
<i>Talent Acquisition &amp; Compensation Management Team</i> <b>Amy Sexton</b> <i>Associate Director, Human Resources</i> <b>Abby Dunkleberger, H.R. Business Partner</b> <b>Victoria Johnson, H.R. Business Partner</b>	<ul style="list-style-type: none"> <li>Staffing &amp; Recruitment Process Management</li> <li>New Employee &amp; Rehire Contracts including Compensation</li> <li>Employee Lifecycle Changes (Change of Status)</li> <li>Onboarding and Offboarding of employees</li> <li>Title and Total Compensation Project</li> </ul>
<b>Margaret Wheeler, Esq. (MA, JD, LLM)</b> <i>Int'l Empl &amp; Immigration Specialist</i>	<ul style="list-style-type: none"> <li>Immigration Specialist</li> <li>Affirmative Action Program Coordinator</li> </ul>



## An Exhibit of Stories and Photos

As our nation debates when and why people from other countries should be allowed to come to the United States, this exhibition invites you to meet eight immigrants whose journeys began in Colombia, Mexico, Uruguay and Honduras, who are living in Wisconsin today. Their stories, told in their own words, together with their photographic portraits, offer a different entry point into the national conversation about immigration. No matter where your life's journey began, we invite you to enjoy these stories and our shared humanity.

## Come see the exhibit!

**Location: UW-Whitewater Community Engagement Center (CEC) 1260 W. Main Street, Whitewater, WI**

**Thursday, December 2: Opening Reception (5-6pm) and Panel (6-7pm)**

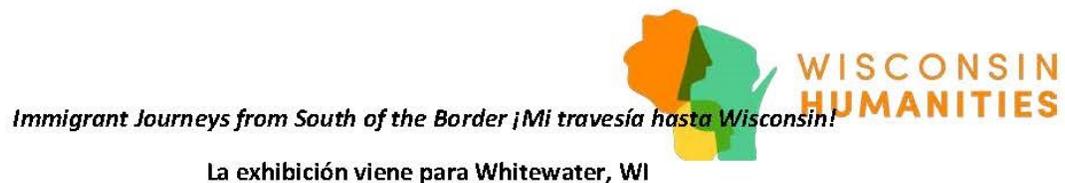
**Exhibit open every day except weekends: December 2 through December 15**

**Hours: 11am to 6pm each week day**

**Sponsored by the Office of Human Resources and Diversity**

*This exhibit is a project of the Wisconsin Humanities, produced in partnership with Centro Hispano of Dane County with stories by journalist Bill Berry and photographs by Gary Porter. Support for the exhibit and [WisconsinImmigrantJourneys.org](http://WisconsinImmigrantJourneys.org) website comes from the National Endowment for the Humanities and the Alumni Circle of the Wisconsin Humanities.*

**WisconsinImmigrantJourneys.org**



*Esta exhibición es un proyecto de la organización Wisconsin Humanities en conjunto con el Centro Hispano de Madison, la cual comparte las historias personales de inmigrantes Latinos que viven, aquí, en Wisconsin.*

La exhibición “*Immigrant Journeys from South of the Border ¡Mi travesía hasta Wisconsin!*” viene para el 12/3/2021.

“Mientras a nivel nacional, la política sobre la inmigración de personas de México, Centro América, y América del Sur está siendo debatida fuertemente, aquí en Wisconsin, muchos de nosotros no hemos tenido la oportunidad de conocer a los inmigrantes de estas naciones para poder añadir más sobre nuestro conocimiento personal a estas discusiones que están ocurriendo,” dijo Dena Wortzel, la directora ejecutiva de Wisconsin Humanities. “Las humanidades nos ayudan a ampliar nuestro conocimiento sobre las vidas individuales y a entender como cada uno de nosotros formamos parte de un entero. Esa es la meta de esta exhibición, la cual comparte las historias de personas cuyas vidas probablemente no son muy bien entendidas o visibles para sus vecinos en Wisconsin.”

Para crear esta exhibición, Wisconsin Humanities trabajó en conjunto con el Centro Hispano, el cual ayudó a identificar a inmigrantes Latinos que querían formar parte del proyecto. “En colaboración, invitamos al periodista respetado, Bill Berry, y al fotoperiodista, Gary Porter, a trabajar con nuestro equipo,” dijo Karen Menéndez Coller, la directora ejecutiva del Centro Hispano. “Junto con ocho inmigrantes que colaboraron con el esfuerzo del proyecto, creamos esta exhibición impactante, llamada: *Immigrant Journeys from South of the Border ¡Mi travesía hasta Wisconsin!* No podemos estar más felices de compartir este trabajo increíble e importante con los residentes de Dane County y el resto del estado.”

Esta exhibición presenta a ocho individuos (quienes inmigraron de México, Uruguay, Honduras, y Colombia). La exhibición viajará a través del estado en el 2020. Favor de visitar [www.wisconsinimmigrantjourneys.org](http://www.wisconsinimmigrantjourneys.org) para más información sobre la exhibición.

Aquellos que han visitado la exhibición han sido conmovidos por las historias que compartieron los contribuidores. Un visitante comentó, “estoy casi en lágrimas. Gracias por compartir las historias y los mensajes de estas personas.”

*Más sobre la organización de Wisconsin Humanities:*

*La organización Wisconsin Humanities fue fundada en el 1972 como la afiliación estatal del National Endowment for the Humanities. El mandato de la organización es apoyar y crear programas sobre las humanidades públicas de todos tipos a nivel local y estatal. De igual forma, Wisconsin Humanities también ayuda a los residentes de Wisconsin a usar las herramientas de las humanidades para fomentar conversaciones constructivas sobre diversos temas relacionados a la póliza pública. Wisconsin Humanities también provee fondos para proyectos locales relacionados a las humanidades en localidades como bibliotecas, museos, entre otras instituciones de la comunidad. Asimismo, Wisconsin Humanities desarrolla sus propios proyectos, tales como el “Immigrant Journeys Exhibit,” para crear conversaciones a nivel estatal sobre temas de interés al público.*