



WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Greetings Fellow Warhawks and Happy December!

As the year comes to a close, I hope you find time to relax and enjoy the company of those who feed your soul. We have done some amazing things in 2023, and I look forward to the accomplishments of 2024. I see the work you are all doing, and appreciate each and everyone of you.

The winter months can be challenging for many, let's work together to continue to show each other kindness and gratitude for the great work we do together. Let your fellow colleagues know how much you appreciate them and how much they matter at UWW. A short note of appreciation or a smile, and a thank you really makes a difference. There is a lot going on in December, and I want to highlight a few things that you should make note of:

December 5th - Supervisor Expectations presentation - Sick Leave and Beyond. All Supervisors are invited.

December 12th - Please join us for **HR Happenings** in the UC 275 at 9:30 am. We will be discussing important HR Updates as well as debuting our **U Matter Wagon!** Come and support our first department to receive the message of how they matter.

Re-Hires - Please submit your Re-hires for Spring Semester as soon as possible, but no later than **January 4th**. Please see Page 4, for more information.

Leave Balances - University Staff, check your leave balances and make sure you work with your supervisor to use up any Personal Holiday or Floating Holiday **before the end of the year**. Please see Page 6, for details.

If you have questions about anything in this newsletter please reach out to us, we are here to help!

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



Connie Putland
Chief Human Resources Officer
Human Resources

December 2023 (v.6.6)

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*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](#)

**You are important
and you matter.
Your feelings matter.
Your voice matters.
Your story matters.
Your life matters.**

**Eres importante e
importas.
Tus sentimientos
importan.
Tu voz importa.
Tu historia importa.
Tu vida importa.**



BENEFITS

Benefit Confirmation:

Statements will be sent to all employees on or around November 30, 2023. Questions regarding Benefit Confirmation Statements can be directed to benefits@uwss.wisconsin.edu or by phone at 888-298-0141.

December 31, 2023 is the deadline to submit your **Flexible Spending Account (FSA) Claims**: to find out more [click here](#).

What is an EOB – Explanation Of Benefits?

An EOB statement shows claims information about the services provided during your health or dental visits. It is created by your insurance carrier and reflects the total cost of services, the portion paid by insurance and the portion you are responsible for. They can be used as documentation when required to submit supporting documentation to Optum for payments from a FSA/LPFSA (Limited Purpose Flexible Spending Account) or HSA (Health Savings Account). [Read More Here](#).

Kepro Workshop - Resiliency; Looking Back and Looking Forward

December 20, 2023 from 12:00 pm - 1:00 pm CST

As we all know, the past few years brought change, transitions, joy and losses. This class will allow you to reflect, learn from your experiences and exhale, as you shift your focus toward the future and on positive growth. This session will be interactive as we will discuss how to move forward while acknowledging what we have experienced.

WELLNESS

U MATTER UPDATES

Be sure to attend **HR Happenings on December 12th from 9:30 am - 11:00 am** in the University Center Room UC275 to hear about new things that are happening and for the debut of the **U Matter Wagon!**

The recording of Zach Mercurio's presentation at the Chancellor's Welcome Address is now available to view on the Worksite Wellness website: [Zach Mercurio Presentation - The Power and Practice of Creating a Culture of Mattering](#)

If you see ways on campus that the U Matter messaging is being shared or if you or your department are doing things that you would like to share please send us the info by emailing worksitewellness@uww.edu





Check out what is happening in the First Year Experience (FYE) office and how they are continuing the message of U Matter submitted by Stephanie Berto!

One thing we did was create a door pocket with all the staff names on each pockets so we can write out “U Matter” cards to acknowledge why we appreciate them and having authentic purpose and affirmation. In each staff’s pockets we write out cards, put in affirmations (cards that are re-usable affirmations), favorite treats, or post-it note messages. In addition, our office also passes around the Willie Warhawk Squish mellow to a deserving staff in the office each month who is deserving of recognition by being a team player and who went above and beyond their normal duties, letting staff nominate other staff, and continuing the message of being seen and heard and that they matter!

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

We welcome suggestions/ideas for programming for 2024. If you have an idea or something you would like to share please email us at worksitewellness@uww.edu.

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



TRAINING & PROFESSIONAL DEVELOPMENT

ATP

The recording for the previous Workday Walkthrough [“How Workday Streamlines Performance Management”](#) session is now available for all UW faculty and staff to view with a UW login.

What this means for you: Please continue your participation in the Workday Walkthroughs as you deem appropriate. For any other information, please reference this [website](#).

There will not be a live event in December as they are working on a short video highlighting some of the features and benefits that have been introduced in the Workday Walkthroughs. This will be available in the next HR newsletter. Here is the [ATP website FAQs](#) to access more information around Workday.

Training & Development:

We appreciate your flexibility with us moving the “[Supervisor Expectations: Sick Leave and Beyond](#)” session to December 5. The intended audience includes anyone who has direct reports. For more information, please visit the link embedded in the title of the session.

More training and professional development opportunities (check out the [Events calendar](#) for more information):

- December 1 – NCBI Workshop
- December 5 – Supervisor Expectations: Sick Leave and Beyond
- December 12 – HR Happenings
- December 14 – How to Help a Distressed Student
- January 9 – Student Supervisor Training
- January 11 – Supervisor Expectations: Onboarding New Employees
- January 16 – Difficult Conversations Workshop
- January 26 – Student Employee Training

Also, keep checking the [Event Sign up page](#) for other trainings that are offered on campus (e.g. CPR training, WISER, etc.). If you have any questions, please email elmoreg@uww.edu.

TALENT ACQUISITION

E Rehires – Spring 2024

Please be sure to submit E Rehires as soon as possible to ensure timely processing (ideally prior to 12/15/2023). They should be submitted through the [E-Rehire Application](#). Instructional Academic Staff that are hired with a **start date of 1/4/2024** will have access to their courses in Canvas 7 days prior to their start date.

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

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

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

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](#).

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.

New I9 Forms

All I-9 forms that are submitted, must have an Edition/Effective date of 8/1/2023. Older I-9 forms will not be accepted. Please reach out to the HR department if you need updated forms.

Direct Deposit and W4 Forms

***Effective immediately!!!** All UW-Whitewater employees should be setting up their **DD and W4** forms via [MyUW portal](#) on their first day! The HR Office will no longer provide paper copies of these forms and will be phasing them out in the near future. If you are unsure how to do this, please follow [these instructions](#) or email us at hr@uww.edu assistance.

Student Employee Affordable Care Act Acknowledgment Form

Effective 12/1/2023, a signed paper copy of the ACA Acknowledgment will no longer be required.

Please check the [ACA Calendar](#) for important dates and hours a student can work, during the year.

Student employee payroll calendar can be found [here](#).

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](#).

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

***The last day a Fall graduating student employee can work will be 12/16/2023.**

PAYROLL

DID YOU KNOW?

University Staff should use any “Carryover Vacation” Paid Leave Before Year-End. Plan ahead and schedule paid leave now to avoid losing hours that are not eligible for carry over into 2024. **Personal, Legal and Floating Legal Holidays – Use by December 31, 2023.** Personal, Legal and Floating Legal Holidays granted for 2023 must be used by **December 31, 2023**, or they will be lost.

DID YOU KNOW?

University Staff have two Floating Legal Holidays in 2023. December 24, 2023 and December 31, 2023 are **Floating Holiday and Carryover Vacation must be used and entered by December 31, 2023.** A floating legal holiday occurs when a legal holiday falls on a Saturday. An employee is granted eight hours of floating legal holiday (prorated, if part-time). When a legal holiday falls on a Sunday, the legal holiday is observed, and the UW System is closed on the Monday following the legal holiday.

DID YOU KNOW?

There will be changes to how benefit insurance premiums are deducted from your payroll. This change is coming next month in **December of 2023**. Please watch for direct communication from UW Shared Services in your email and watch for news in the Portal. More to come...

- If you need further information about the biweekly payroll process please visit [here](#)
- The 2023 bi-weekly payroll calendar can be accessed [here](#)
- If you have further payroll questions, please do not hesitate to reach out to us at serviceoperations@uwss.wisconsin.edu

IMMIGRATION

Celebration Of Our Immigrants

This month we focus on Hispanic/Latino Immigrants. Note: Hispanic refers to a person with ancestry from a country whose primary language is Spanish. Latino and its variations refer to a person with origins from anywhere in Latin America (Mexico, South and Central America) and the Caribbean.

- We honor “[Shakira](#)”---the famous Colombian singer and amazing philanthropist who immigrated to the U.S. and now resides in Miami.

At the age of 18, Shakira founded the "Pies Descalzos" (Barefoot) Foundation which currently provides education and nutrition to over six thousand impoverished children in Colombia and is expanding its work to other countries, including newly launched projects in Haiti and South Africa. In October 2011, Shakira was named a member of President Obama’s Advisory Commission on Educational Excellence for Hispanics... In 2006, Shakira founded ALAS (Wings), a foundation based in Panama, which has a focus on early childhood and pregnancy... The singer donated 10,000 pairs of tennis shoes to impoverished children in her hometown of Barranquilla. Shakira has served as a UNICEF Goodwill Ambassador.

Also see [LOOK TO THE STARS](#) Copyright © 2023 Look to the Stars, All rights reserved.

*We also honor immigrants who now reside in Wisconsin, who have contributed to our economy and culture. Check this [article from the Green Bay Press Gazette](#).

According to historians and articles compiled by the Wisconsin Historical Society, the first Spanish speakers likely arrived in Wisconsin in the late 1700s, when Spain maintained a frontier outpost in St. Louis. Soldiers probably adventured north on the Mississippi and Wisconsin rivers, although such travels are largely unrecorded. It was in the 1880s when the first prominent Mexican settled in Milwaukee with his family.

Accomplished musician and composer, Raphael Baez, became an important personality not just as a musician, but as a teacher, according to Sergio Gonzalez, assistant professor of Latino Studies at Marquette University, in his book "Mexicans in Wisconsin." For more information about Raphael Baez see [MPL](#) and [Wisconsin Life](#). Raphael Baez was one of the first Mexicans to call Milwaukee home. Trained as a classical musician in Mexico, Baez (a member of the Grand National Theater of Mexico City) was recruited to come to the United States by the C.D. Hess Opera Company in the 1880s. Baez eventually settled in Milwaukee where he became an acclaimed organist for a number of Milwaukee churches and then a professor of music at Marquette University. He was the school's first Mexican professor and quickly became a respected teacher.

TITLE IX

Thank you to everyone who helped our students complete their required Sexual Assault Prevention training. As a reminder, student employees only need to take EITHER the sexual assault prevention training for students OR the Title IX sexual harassment training for student employees. If students have completed one and are being asked to complete the other, they can request an exemption by filling out this [form](#).

New Title IX Regulations have not yet been released, but are now expected to be released in Spring. One of the aspects that is expected to be highlighted in these regulations is information sharing related to pregnant and expecting parents. I am looking to schedule some training sessions with departments in the spring or summer semesters once the regulations are released. These training sessions will be an opportunity for us to share our policy and discuss how we can best assist our pregnant and expecting parents. *For more information, visit the UW-Whitewater Title IX Sexual Misconduct Information [webpage](#).

FROM

The Office



December: Universal Human Rights/Seasonal Affective Disorder/HIV/AIDS Awareness Month

- 12/1 World AIDS Day/National Christmas Lights Day National
- 12/7 Pearl Harbor Day of Remembrance/Hanukkah 🕯️
- 12/10 Human Rights Day
- 12/15 Bill of Rights Day
- 12/24 Christmas Eve 🎄
- 12/25 Christmas Day 🎄
- 12/26 Kwanzaa 🕯️
- 12/31 New Year's Eve 🎉



Campus-wide Safety Awareness: [Risk and Safety Tips for the month of December](#)
[Risk and Safety Newsletter Nov - Dec](#)

Checkout this month's featured recipe: [Chicken / Beef Lentil Soup](#)

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!](#)