



Human Resources News & Notes



University of Wisconsin
Whitewater

Human Resources

WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Greetings Fellow Warhawks!!!!

Welcome to February! I hope you are all happy and healthy, and your semester has been good so far.

I would like to thank the HR Team for their work on getting the Pay Plan implemented so quickly in January, especially Steve Marshall and Morgan Stupak. We appreciate everything that goes into making the Pay Plan happen!

There is a lot going on this month, so make sure you review the events listed and mark your calendars so you don't miss anything!

Please note we have added a welcome section for our new employees who have joined us in the previous month. Please help us make them feel welcome and introduce yourself if you see them on campus.

Don't forget to send us your "Go Red For Women" photos so we can share them, see the information under the wellness section.

With Valentines Day right around the corner, please take a moment to recognize someone on campus and let them know that they matter! It just takes a second and it will not only make their day, it will make yours too!

Thank you for all you do!

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



*Connie Putland
Chief Human Resources Officer
Human Resources*

February 2024 (v.6.8)

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[HR Subject Matter Experts](#)

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

One Child,
One teacher,
One book,
One pen, can
change the world.

Un niño,
Un profesor,
Un libro,
Un lápiz, puede
cambiar el mundo.



BENEFITS

SAVE THE DATE:

APRIL 9, 2024

[Biometric Screening](#) from 8:30 am to 12:30 pm at the UC 275.

Wellness Fair from 10:00 am to 1:00 pm at the UC 259.

The UIA Life Insurance Plan:

The annual premium of \$38.50 was deducted from the January 25, 2024 paycheck for eligible employees.

Employee Assistance Program change from KEPRO to Acentra Health:

Effective January 1, 2024 - There will be no change in services just a change in name. For an overview of the Employee Assistance Program (EAP) [click here](#).

Income Continuation Insurance Program to Consolidate Coverage Levels:

In November 2022, the Group Insurance Board approved changes to the Income Continuation Insurance (ICI) Program that will go into effect on February 1, 2024.

The changes consolidate the separate standard and supplemental coverage levels into a single coverage level. The goal is a simplified program that is easier to understand and administer.

Currently, standard coverage only covers an employee's earnings up to \$64,000 per year. An employee whose annual earnings are more than that amount can elect supplemental coverage to cover their full earnings, up to a maximum of \$120,000 per year.

Beginning February 1, 2024, employees enrolled in the ICI Program will have their full earnings, up to \$120,000 per year, covered automatically. Employees will no longer be required to apply for supplemental coverage if or when their earnings exceed \$64,000 per year.

[Read more](#)

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

WELLNESS

February is American Heart Month

How's your head, heart and health?



If you want to protect your brain, get busy protecting your heart.

Lifestyle behaviors that boost cardiovascular health such as physical activity and quitting smoking, also contribute to good cognitive health. It all starts with adequate blood flow. [READ MORE HERE](#)

ETF Webinar

Thursday, February 29, 2024 11:00AM

[Discover the DASH Diet with Cooking Demonstration](#)

Join us during American Heart Month and discover the DASH Diet for heart health, lowering blood pressure and cholesterol. The second half of this webinar includes a recipe demonstration featuring a DASH Diet recipe.

Measuring your blood pressure is the only way to know whether you have high blood pressure. High blood pressure usually has no warning signs or symptoms, and many people do not know they have it. You can check your blood pressure at the **Blood Pressure Kiosk in the University Center** next to the staircase leading up to the Student Activities and Involvement area. The station allows you to check your blood pressure, heart rate, body mass index (BMI) and weight. You can watch an [overview video here](#).

U MATTER UPDATES

Now available on the Worksite Wellness website is a [U Matter Toolkit](#) that includes resources such as NAN card templates, Purpose Statement templates, Organizational Assessment along with sample scripts for table top exercises, articles by Zach Mercurio and links to his past two presentations. These resources can be used separately or all together, however you choose to continue the U Matter messaging within your work groups/departments. If you would like help putting something together please reach out to worksitewellness@uww.edu and we will be happy to partner with you to create a workshop or presentation geared to your area. If you host an event please share highlights and pictures that we can share in the newsletter and on the Worksite Wellness Website!



In December the U Matter Wagon made its debut and was presented to Continuing Education and Graduate Studies, stay tuned for where it goes next!!

SAVE THE DATE:

Tuesday, April 9, 2024

[Biometric Screening](#) from 8:30 am to 12:30 pm in UC275.

Wellness Fair from 10:00 am to 1:00 pm in UC259.

Wednesday, April 17, 2024

Supplemental Retirement Plan Workshop from 10:00am to 11:00am in UC261

See [flyer](#) for details.

Well Wisconsin Program and \$150 Wellness Incentive on the [Worksite Wellness Website](#).



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

TRAINING & PROFESSIONAL DEVELOPMENT

ATP:

Go-live is scheduled for **July 2025!** The focus for the next six months is on testing and preparing for User Experience Testing. The User Experience Testing Preview session was held in January, find out more about it [here](#).

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

Training & Development:

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

- February 8 - TAM Recruitment Training
- February 21 – NCBI Equity and Inclusivity Workshop
- February 22 – Inclusivity Forum
- February 29 – Supervisor Expectations: Offboarding
- Check out more on the [Sign-Up site](#) as well.

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

TALENT ACQUISITION

TAM Recruitment Training

Thurs, Feb 8th, 2024 at 10:30am - UC 266. To sign up for the event, please visit our [Link](#).

Please Join from the meeting [Link](#).

A comprehensive overview of the recruitment process. Detailing the roles of the Hiring Manager, the Talent Acquisition Coordinator, and the Search and Screen Committee Members.

E Rehires – Spring 2024

Please be sure to submit E Rehires as soon as possible to ensure timely processing. 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 Spring Semester 2024:

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.

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](#).

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.

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.



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

<u>Employee</u>	<u>Start Date</u>	<u>Department</u>	<u>Title</u>
Mirna Aguilar Mendez	01/15/2024	University Dining	Custodian
Staci Griffiths	01/02/2024	Financial Services	Financial Specialist
Justin Horner	01/02/2024	Facilities Planning & Management	Custodian
John Keller	01/01/2024	University Housing	Graduate Assistant
Graham Kent	01/15/2024	Finance & Business Law	Graduate Assistant
Jennifer Krzyszkowski	01/07/2024	First Year Experience	Academic Program Director
Lyssa Samuel	01/04/2024	IT Services	Graduate Assistant
Bridget Skeels	01/22/2024	Financial Services	Assistant Controller
Molly Welch	01/22/2024	College of Integrated Studies	Custodian
Andrew White	01/02/2024	Facilities Planning & Management	Custodian
Angela Yerges	01/02/2024	Facilities Planning & Management	Custodian

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

PAYROLL

DID YOU KNOW?

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

DID YOU KNOW?

Access to electronic documents on the [MyUW](#) portal ends, if you terminate employment. Please remember to print any needed documents prior to departure, or contact Service Operations at the email **below**.

DID YOU KNOW?

You will be notified when tax forms are available in the Portal. Please watch for these in your email and or in the news section of the Portal. If you have additional questions or needs, please reach out to serviceoperations@uwss.wisconsin.edu

Resources:

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

Direct Deposit and W4 Online Forms:

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

- 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

International Faculty Immigration

IMPORTANT FEE INCREASES: Immigration fees paid to USCIS/Department of Homeland Security will increase as of April 1. For specific details please see this [Link](#). Margaret Wheeler, International Employment and Immigration Specialist (immigration law); wheelerm@uww.edu; Ext.1494, will explain this to Colleges when they request immigration sponsorship. **Not all USCIS form fees will increase!**

CONFERENCE: FREE Export Controls Conference! Wisconsin University Workshop on Export Controls (WUWEC) 2/8/24 in Madison, WI at Union South.

Bethany Nelson, J.D.
University of Wisconsin-Madison
Export Control Manager
Bcnelson2@wisc.edu
608-261-1128

Not familiar with Export Controls? See this [Link](#). Non-compliance can result in fines and imprisonment. It relates to research, the hiring of international faculty, international agreements and exchanges, etc. The office on UW-W campus with Export Control Expertise is the Office of Research and Sponsored Programs. For more information check out this [Link](#).

Honoring Black History Month and Famous Black American Immigrants

Claude McKay, born Festus Claudius McKay in Sunny Ville, Jamaica in 1889, was a key figure in the Harlem Renaissance, a prominent literary movement of the 1920s. His work ranged from vernacular verse celebrating peasant life in Jamaica to poems that protested racial and economic inequities... For Songs of Jamaica, McKay received an award and stipend from the Jamaican Institute of Arts and Sciences. He used the money to finance a trip to America, and in 1912, he arrived in South Carolina. He then traveled to Alabama and enrolled at the Tuskegee Institute, where he studied for approximately two months before transferring to Kansas State College. Visit this [Link](#) for more information.

"I know the dark delight of being strange,
The penalty of difference in the crowd,
The loneliness of wisdom among
fools..."

— Claude McKay

TITLE IX

Recognize, Respond, Report

Recognize what sexual misconduct is and how it affects college-age students. The University of Wisconsin - Whitewater has policies and procedures in place to address such misconduct.

Respond to questions by providing resource information to individuals who disclose concerning behavior.

Report incidents of sexual misconduct, regardless of when the alleged behavior occurred, to the Title IX Coordinator or one of the Deputy Coordinators.

What do you do when...

- A student or fellow employee discloses to you that they were "so out of it" at a gathering they attended the weekend prior. They don't know what happened, but they think they may have been sexually assaulted.
- Let them know that all employees on campus are considered Responsible Employees and that you will need to fill out the Sexual Misconduct Reporting form.
- Let them know that the Title IX Coordinator or designee will reach out to them (the Complainant or person with concern about behavior) with resources and offer to meet with them to discuss supportive measures and options.
- A meeting is not required if they do not wish to formally report the event. This initial meeting is about supporting the person, it is not an investigation so they won't have to relive the event(s).

- A student or employee in your area tells you that another person in their area makes them feel uncomfortable during class/meetings. That person does not seem to be mindful of personal space and makes comments that are concerning.
 - You should fill out a Sexual Misconduct Reporting form, or encourage the Complainant to fill out the form with you. The Title IX Coordinator or designee will send a note to the reporting party, letting them know we received the report.
 - The Title IX Coordinator or designee will reach out to that Complainant (person with concern) with resources and offer supportive measures.

DO

- Encourage the Complainant to meet with the Title IX Coordinator if they have any questions, even if it is just to learn more about our process. Not all complaints go to an investigation because that is not what is wanted or requested. Many students and employees are looking for resources to help process the event(s) in question.
- Provide flexibility, if possible, at the time of reporting to you. This could be the opportunity to see an Advocate or have a meeting as soon as possible. If the Complainant is looking for supportive measures, you will get a separate message from the Title IX Coordinator with more specific information about what that may look like.
- Ask the Complainant if they need immediate assistance. This could be a call to 911, allowing the Complainant to leave class because the Respondent is in the same class, or medical attention.

DO NOT

- Attempt to investigate the complaint yourself. UWW utilizes individuals specifically trained in investigating sexual misconduct cases. Also, not all Complainants will want an investigation.
- Dismiss the student/employee when they disclose something to you.
- Do not push them to report or see a doctor. It can be difficult for a person to know what to do until they know what their options and potential consequences are with regard to the event in question.

FROM



FEBRUARY:

2/2 Groundhog Day / National Wear **Red Day!**

2/11 Super Bowl Sunday

2/13 Mardi Gras

2/14 Valentine's Day

2/19 Presidents' Day



[Improve your heart health](#)



[Black History Month Events in Chicago](#)

Campus-wide Safety Awareness: [Risk and Safety Tips for the month of February](#)

[Risk and Safety Newsletter January and February](#)

Checkout this edition's featured recipe: [Green Spaghetti](#)

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!](#)