Office of Human Resources & Diversity’s News & Notes

In This Issue

Benefits & Wellness 2
- Wellness Survey 2
- Blood Drive 2
- National Wear Red Day 2
- Share the Good News! 2
- Farewell Wishes to Aubrey 2
- Employee Assistance Program 3
- Statement of Benefits 3

Payroll 4
- Taxes & W-2s 4
- Overload Payments 4
- Quick Links 4
- Annuity & WDC Limits 5
- Payroll Change Update 6

HR & D Front Desk 7
- Farewell to Alexandra Stokes 7
- Intro of Student Employees 7
- Covid-19 Testing Main Campus 8
- Covid-19 Testing Rock Campus 8
- Performance Evaluations 9

Immigration 10

Rock County Campus 10

Talent Acquisition & Recruitment 10
- Title IX 11
- Training & Development 11
- January Dates 12

HR & D Subject Experts 13

Blood Drive Flyer 14

Hello Warhawk Family!

Welcome to Human Resources & Diversity’s News & Notes January edition. I hope everyone had a safe and productive end to 2020. As we start anew, we look forward to new beginnings, fresh ideas, and a productive start to the new year. Let’s take this time to renew, refresh, and rejuvenate! In the words of Vern McLellan, “What the new year brings to you will depend a great deal on what you bring to the new year.”

Follow the links on the left of this page to take you to the subject matter for this January 2021 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
Happy New Year from the Benefits and Wellness Team!

Please keep an eye out for a Wellness Survey that will be coming out soon. We have applied for another Grant through ETF and are looking forward to offering various wellness events throughout the year. Please take a few minutes to complete the survey and give us an idea of some things you would like to see. Some of things currently in the works are the 2021 WINGO card and we are hoping to partner with different areas on campus to offer virtual wellness activities and events.

Blood Drive – February 10, 2021

See the attached flyer at the end of this newsletter for more information.

National Wear Red Day is February 5, 2021

Get your colleagues together and wear red on February 5th, take a picture and send it to Benefits@uw.edu to be featured in March’s HR&D Newsletter! Take care of your heart!

Share the Good News!

Congratulations!!! to Monica Lineberger, Assistant Professor of Political Science, on the birth of her baby boy!

Rafael Valentín Orue
12/24/2020
9 lbs and 7 ozs
21 inches

Good Luck to Aubrey Maciosek Benefit Assistant

Aubrey is the Benefit Assistant in the HR Office and her last day is Friday, January 8th. Aubrey is moving on to pursue a career and continuing education in the medical field! Aubrey will be missed but we know she is going to do great things! Thank you Aubrey for all your help over the past 5 years, you have been an amazing asset to the Benefits & Wellness teams. You will be missed! Best wishes to you in your future endeavors!
**Employee Assistance Program**

***Important Change***

New Employee Assistance Program (EAP) Provider as of January 1, 2021 is KEYPRO.

The EAP is a **free, confidential** program available to you and the family members living in your household. You can contact Kepro for assistance with:

- **Emotional Situations**: relationships, parenting, grieving
- **Work/Life Challenges**: child care, elder care, adoption
- **Legal and Financial Circumstances**: managing expenses or debt, preparation of simple wills, child custody or child support

You may contact Kepro by calling **833-539-7285** or online at **sowi.mylifeexpert**.

**When Will I Receive My Statement of Benefits?**

The Department of Employee Trust Funds will begin distributing employees’ January 1, 2021 Wisconsin Retirement System Annual Statement of Benefits in April, after 2020 account data reconciliation processes have been completed.

The annual statement is a summary of an employee's year-end WRS retirement account information, including the effective rate of interest applied to the account. Employees can expect their new statements by late April, either directly from their employers or mailed to their home addresses. In late April you will also be able to access your 2020 statement and prior statements through your My UW System Portal by clicking on the Benefits Information tile then clicking on the ETF WRS Statements of Benefits.

---

**Benefit Information**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Benefit Enrollment Confirmation Statements</th>
<th>ETF WRS Statements of Benefits</th>
<th>Dependents</th>
</tr>
</thead>
</table>

Best Wishes for a Happy, Healthy and Joyful 2021 from the Benefit & Wellness Teams!

---

Your Warhawk Benefits Specialist
Stephanie Hartmann
PAYROLL

Taxes and W-2’s

UW-System will begin sending paper W-2 forms the week of January 24th. The forms will also be posted to employees’ My UW System portals. Employees selecting the “Electronic-Only” option will not receive a paper form in the mail. Please refer to this website to enroll in the electronic-only option.

Electronic-only Distribution of W-2 and 1095-C Forms

Overload Payments to Faculty/Academic Staff

Per the Overload Principles document on the Human Resources website, overloads are processed in two payments. Fall semester overloads are paid on November 1 and February 1. Spring semester overloads are paid on March 1 and June 1. Full-year overloads are paid on November 1 and June 1.

UW-Whitewater Overload Principles

Overload Policy, Principles, etc.

Quick Links

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

2021 Tax-Sheltered Annuity and Wisconsin Deferred Compensation (WDC) Contribution Limits

The IRS recently announced the 2021 contribution limits for the UW Tax-Sheltered Annuity (TSA) 403(b) Program and the Wisconsin Deferred Compensation (WDC) 457 Program. Contribution limits remain the same as 2020 limits; employees may contribute a basic maximum of $19,500 to the TSA Program. Employees age 50 and over can contribute an additional $6,500 for a total of $26,000. These same limits apply to WDC. Both pre-tax and Roth (after-tax) contributions count towards the annual limits.

If you have 15 years or more of service with the UW System and have contributed less than an average of $5,000 per year over your UW System employment, you may have an additional "catch-up" opportunity with the TSA Program. Contact your human resources office for more information.

To increase (or decrease) your TSA deduction for 2021, login to the My UW System portal. Launch the "Benefits Information" tile. On the bottom of the screen, click on “Update TSA Deductions” to make your change. You can also submit a TSA Salary Reduction Agreement to your human resources office.

If you are enrolling for the first time, you can use the EZ Enrollment Form or set your account up online (or paper application) with the provider(s) of your choice and then fill out the Salary Reduction Agreement.

For questions on the TSA program, visit the TSA website.

To change your WDC contribution call the WDC office at (877) 457-9327 or access your account at the WDC website. The WDC website also has information about enrolling in the program.

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: Shared Services Payroll, or Shared Services
PAYROLL

Payroll Change Leadership Update

- The Single Payroll and Split Benefits Deductions projects are system-wide initiatives to standardize UW System payroll.
- Beginning in April 22, 2021, for employees who are paid biweekly, most benefits deductions will be split evenly over the first two biweekly paychecks of the month.
- Employees who are paid monthly will receive their last monthly paycheck on July 30, 2021 for days worked from July 1 - July 17. They will then transition to a biweekly payroll schedule.
- Employees who are paid monthly will receive their first biweekly paycheck on August 12, 2021, and then receive paychecks every other Thursday (except on Legal Holidays). Most benefit deductions will be split evenly over two paychecks per month starting on the August 26, 2021, paycheck.

Communication

- UW System will send a targeted email and home mailing to the two different employee payroll groups the week of January 18th.
- UW System will provide regular updates to institution Chief Human Resource Officers.
- UW System will hold online town hall meetings for both employee groups.
- UW System is working with UW Credit Union and UW-Extension to schedule online seminars to educate employees about budgeting and automatic deductions.

Quick Links

Split Benefits Deductions
Single Payroll
HRS Administrator Readiness Page

Additional webpages are being created to help answer your questions. Those include:

FAQs
Online Personal Budget Planning Seminars
Online Town Hall Meetings
Paycheck Schedule
Paycheck Estimator

*Note: This Single Payroll project supports UW System’s 2020FWD Strategic Framework and the Commitment to Operational Reform and Excellence (CORE) initiative to create efficiencies in human resources functions including hiring, payroll, and benefits management. The Split Benefits Deductions is intended to minimize the biweekly net pay fluctuations for employee budget planning.*
**Best Wishes to Alexandra Stokes**
Alexandra is the Quality Assurance Improvement Manager and Records Custodian in Administrative Affairs. Her last day is Friday, January 22, 2021 and is moving on to Oklahoma. We wish Alexandra all the best and want to let her know that she will be missed dearly. Thank you Alexandra for all you have done for the division and UW-Whitewater. Best wishes to you!

**Human Resources & Diversity Student Employees**

We wanted to take a moment to introduce you to our Spring 2021 student employees who work closely with us in our Human Resources and Diversity Office. They are valuable employees who assist us on a daily basis and we would not be able to do all the work we do without their assistance:

- **Anusha** – Anusha works with our student hires.
- **De’Andra** – De’Andra will often work up front as a desk assistant and also works with student hires.
- **Dylan** – Dylan works closely with our Talent Acquisition Management (TAM) system and scanning of documents.
- **Grace** – Grace works with our office on a variety of projects that need completion.
- **Grace J.** - Grace J. assists with benefits.
- **Matt** – Matt is currently off this semester as he joined the National Guard, but plans to return to working with us in May 2021.
- **Sarah** – Sarah works with our staff in Payroll.
- **Uly** – Uly also works with the TAM system and will work up front as a desk assistant.

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.

Your Warhawk Human Resources & Diversity Office Coordinator, Front Office Supervisor, and Student & Camps Specialist
Ramon Rocha, Sr., DJ Judah, Kai Instefjord
COVID-19 Testing on Campus

The University of Wisconsin-Whitewater expects faculty and employees who will be on campus during the spring 2021 semester for any reason to get a COVID-19 test once every two weeks.

We have provided testing opportunities for both the Whitewater campus and the Rock County campus. The details for each are provided below. Any questions about COVID-19 testing or other practices should be directed to the COVID-19 hotline at 262-472-1362 or covid19info@uww.edu.

**Whitewater campus**

**Testing location:** Hamilton Room in the University Center  
**Available days:** Monday through Friday, through April 16, 2021  
**Available times:** 8:30 a.m. through 4:30 p.m.

**Free nasal swab testing procedure:**
- Schedule your test in advance *(required)* at [https://www.uww.edu/warhawks-return/testing](https://www.uww.edu/warhawks-return/testing). You will receive an email confirmation.
- Complete the screening provided in the email confirmation *(required)* in advance.
- Bring your UW-Whitewater HawkCard *(required)* with you for your scheduled test.
- Follow campus protocol by wearing a face covering and maintaining social distance.
- Free parking for those getting tested is available in Lot 12 on North Prairie Street.
- Go to the Hamilton Room by entering through door 15 from Wyman Mall on the south side of the University Center and check in for your scheduled test.
- After your testing is completed, you will swipe your HawkCard for records purposes and wait on site for your results.

If you test positive, you must return home and contact both your immediate supervisor and the COVID-19 hotline at 262-472-1362 or covid19info@uww.edu.

**Rock County campus**

**Testing location:** Health Clinic office in Hyatt Smith Hall  
**Available dates:** Rotating Monday, Tuesday, Wednesday schedule through April 21, 2021  
**Available times:** 8 a.m. to 4 p.m.

**Free nasal swab testing procedure:**
- Schedule your test in advance *(required)* at [doineedacovid19test.com](http://doineedacovid19test.com). You will receive an email confirmation.
- Complete the screening provided in the email confirmation *(required)* in advance.
- Bring your UW-Whitewater HawkCard *(required)* with you for your scheduled test.
- Follow campus protocol by wearing a face covering and maintaining social distance.
- Check in for your scheduled test at the Health Clinic office in Hyatt Smith Hall.
- When your testing is completed, you will swipe your HawkCard for records purposes and wait on site for your results.
HR & D’s Front Desk

If you test positive, you must return home and contact both your immediate supervisor and the COVID-19 hotline at 262-472-1362 or covid19info@uww.edu.

To review the interim policy, the link is provided here - UW System Administrative Policy 600-01, Interim: Spring Semester 2021 COVID-19 Testing Requirements

If you have any questions, please visit our COVID-19 website at https://www.uww.edu/warhawks-return for information.

Employee Performance Evaluations

This is a reminder that UW System and UW Whitewater require all supervisors to conduct annual performance evaluations for all of their employees.

Performance management is an ongoing conversation engaging both the supervisor and employee. Regular touch-points occur to provide reflective and prospective feedback on performance and discuss progress towards accomplishment of goals. This ongoing conversation strengthens communication and collaboration, deepens employee engagement and improves retention.

Performance management also includes formal touch-points: a mid-cycle and annual evaluation to document performance. SMART goals are set to align with departmental and organizational goals. Evaluations should also include opportunities to discuss and plan for employee career development.

Performance conversations between the employee and supervisor must take place at regular intervals. A formal performance evaluation review shall be conducted with each employee at least every 12 months. One formal rating must be documented, and multiple touch points are encouraged throughout the rating cycle.

Evaluations should be based on a performance program which clarifies job expectations and goals for the following year. Job descriptions should be reviewed each year and updated as appropriate.

If you have any questions or need assistance with employee evaluations, please contact Human Resources at HR@uww.edu

Your Warhawk Assistant Chief
Human Resource Officer: Connie Putland
IMMIGRATION

UW-Whitewater Immigration Courses

A new, inaugural Immigration Newsletter went out in December 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. The next newsletter will come out in the next few weeks.

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.

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.
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.

Training and Development

A New Hire Campus Orientation will be held via Webex on January 14 from 10-11 a.m. If you have not received the invite, and are interested, please contact Gina.

Dr. Janelle Crowley will present “Impact of Microaggressions in the Workplace” on Thursday, January 28 from 10-11 am. If you still have not received this invite yet and would like to attend, please contact Gina.

Gina will create training and development opportunities for you and your department. Check out this Customer Service Training review: “Customer service is a critical skill all employees, no matter what their role is, need to keep sharp. Gina helped our team not only understand why customer service is important, but helped us think of customer service in a whole new way. Her training materials, one-on-one coaching sessions, and feedback sessions helped us ensure we are providing the best customer service possible.” - Ben Dobner. If your department would be interested in finding out more about this, please contact Gina.

As always, please reach out to Gina Elmore at elmoreg@uww.edu for any specific Training and Development needs.
**January Dates**

**January 1, 2021**  
New Year’s Day

**January 13, 2021**  
National Take the Stairs Day

**January 18, 2021**  
Martin Luther King, Jr. Birthday celebration

**January 24, 2021**  
Compliment Day

**January 26, 2021**  
Campus WebEx Martin Luther King, Jr. Commemorative Event

**January 26, 2021**  
Australia Day

**January 28, 2021**  
Fun at Work Day

http://www.holidayinsights.com/moreholidays/january.htm

**Martin Luther King, Jr. Birthday**

Martin Luther King, Jr.’s birthday is observed on the third Monday in January. He was born on January 15, 1929 and grew to become one of the greatest Social Activists in the world. His birthday became a National Holiday by an act of Congress in 1983. Many consider it a day to serve your community.

At 35, he became the youngest person to win the Nobel Peace prize. He was assassinated on April 4, 1968 while making a speech from the balcony of his hotel room in Memphis, Tennessee.

Quote for Today: "The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands in times of challenge and controversy." - - Martin Luther King Jr.

**Event Name:** 34th Annual Commemorative Event  
**Date:** Tuesday, January 26, 2021  
**Time:** 3:30 PM  
**Where:** WebEx https://serieshttps://www.uww.edu/sdes/lecture-series
**Human Resources & Diversity Subject Matter Expertise Areas**

<table>
<thead>
<tr>
<th>Subject Matter Expert</th>
<th>Specialty</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Connie Putland</td>
<td>Primary contact for ADA and employee relation matters</td>
</tr>
<tr>
<td>Gina Elmore</td>
<td>Training and Development Coordinator &amp; Community Engagement Center Manager</td>
</tr>
<tr>
<td>Vicki Schreiber, Ph.D.</td>
<td>Title IX Resources &amp; Policy contact, Trauma Informed investigator, Restorative Justice circle keeper</td>
</tr>
<tr>
<td>Reggie Brown</td>
<td>Unemployment contact, Absence Management, Int’l student employment</td>
</tr>
<tr>
<td>Stephanie Hartmann</td>
<td>Benefits, FMLA, campus Wellness contact resignations, and retirements</td>
</tr>
<tr>
<td>Kai Instefjord</td>
<td>Student Employment &amp; Camps Contracting</td>
</tr>
<tr>
<td>Amy Sexton</td>
<td>Staffing &amp; Recruitment Process Management, Compensation, New Employee &amp; Rehire Contracts, Employee Lifecycle Changes (Change of Status)</td>
</tr>
</tbody>
</table>

**UW-W Office Human Resources & Diversity**  
Hyer Hall, Room 335 • HR@uww.edu  
262.472-1024 (Main) 262.472-5668 (Fax)
WE'RE ALL IN THIS TOGETHER

American Red Cross

All donations are tested for COVID-19 antibodies. Plasma from antibody-positive donations may help current coronavirus patients in need.

Whitewater Community Blood Drive

Community Engagement Center
1260 W Main St

Wednesday, February 10, 2021
11:00 a.m. to 5:00 p.m.

Sponsored by UW-Whitewater Human Resources and Diversity Benefits Office, a Division of Administrative Affairs

For an appointment call 1-800-RED CROSS (1-800-733-2767) or visit redcrossblood.org and enter Sponsor Code: Warhawks

Special offer from our partners at Amazon: To thank you for coming to give Feb. 1-28, we’ll send you a $5 Amazon.com Gift Card by email. Restrictions apply, see amazon.com/gc-legal. Terms and conditions apply; visit rcblood.org/together

Schedule a blood donation appointment today:
Download the Blood Donor App | RedCrossBlood.org | 1-800-RED CROSS | 1-800-733-2767

©2020 The American National Red Cross | 287501B