



University of Wisconsin
Whitewater

Human Resources
and Diversity

OFFICE OF HUMAN RESOURCES & DIVERSITY

NEWS & NOTES

JANUARY 2022 (V.4.7)

DIVISION OF ADMINISTRATIVE AFFAIRS

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HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes *January 2022* edition. Happy New Year to all! January marks the time of the year when we think of resolutions or ways to "renew" our commitments to a safe, happy, and healthy new year. This also marks a new semester and many things to look forward to in the upcoming months!

This newsletter includes new or "renewed" information for campus employees, including our new *Supervisor's Corner*, holiday leave information, new year 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.



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

- Aristotle



National Blood Donor Month
National Braille Literacy Month
National Hobby Month

January 1	New Years Day	January 18	Winnie the Pooh Day (Birthday of Winnie's author A.A. Milne)
January 2	World Introvert Day	January 24	Compliment Day
January 12	National Hot Tea Day	January 26	Spouse's Day
January 14	Dress Up Your Pet Day	January 27	National Chocolate Cake Day
January 15	Martin Luther King, Jr. born 1929	January 28	Fun at Work Day
January 17	Martin Luther King, Jr. Birthday celebration	January 31	Backward Day

<http://www.holidayinsights.com/>

Hyer Hall 330

Phone: 262-472-1024
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hr@uww.edu

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

Spotlight of the Month

Holiday Reporting



The UW System grants nine days of paid legal holidays per year to eligible employees. Full-time employees earn eight hours of leave for each legal holiday. Part-time employees earn a prorated amount based on hours worked during the pay period that includes the legal holiday.

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 Day (December 25)	Monday, December 26 (Observed)
New Year's Eve (December 31)	Saturday, December 31 (Floating Holiday)



★ Spotlight ★



When a legal holiday falls on a Saturday, the 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.

Due to varying business needs throughout the UW System, some employees may be required to work on a legal holiday. Employees who are required to work on a legal holiday, or if the legal holiday is on an employee's regularly scheduled day off, they will be granted floating legal holiday.

Floating legal holidays can be used like any other paid leave, and must be used by the end of the year in which it was earned (calendar year for University Staff employees, fiscal year for Faculty, Academic Staff or Limited appointees).

Eligibility

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

- Be eligible for sick leave; and
- Be actively employed on the legal holiday; and



One of the following:

- Be paid for the work day immediately before the legal holiday; or
- Be paid for the first work day immediately following the legal holiday; or
- Work on the legal holiday; or
- Be on an approved military leave of absence.

Resources

[UW System Administrative Policy 1211 \(formerly BN 2\): Personal Holiday and Legal Holiday Administration](#)

[Holiday Schedule](#)

[Legal Holiday Overview](#)



★ Benefits ★

Newly Retired? What to Expect

When you first retire you may experience several changes.

We'll help prepare you for some of these changes by discussing the following:

- Explain your annuity payment and why it may change.
- Identify mailings you will receive during retirement.
- Be aware of life changes during retirement that may affect your benefits.

Wed, Jan 5, 2022 11:00 a.m. - 11:30 a.m.
 Mon, Jan 10, 2022 1:00 p.m. - 1:30 p.m.
 Thu, Jan 20, 2022 6:00 p.m. - 6:30 p.m.



To register, go to: <https://attendee.gotowebinar.com/rt/8621984675289973004>

WRS Effective Rates and Annuity Adjustments

Each year you may see changes to the amount of your retirement payment. We'll discuss why and how these changes happen.

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

- Define WRS effective rates and annuity adjustments.
- Explain how the Core Trust Fund and Variable Trust Fund effective rates are calculated.
- Explain how the Core Trust Fund and Variable Trust Fund annuity adjustments are calculated.

Tue, Jan 11, 2022 11:00 a.m. - 11:30 a.m.
 Wed, Jan 19, 2022 1:00 p.m. - 1:30 p.m.
 Mon, Jan 31, 2022 6:00 p.m. - 6:30 p.m.

To register, go to: <https://attendee.gotowebinar.com/rt/3382179549751870476>

Beneficiary Designations – What Happens to My Account When I Die?

Death is never easy to talk about, but it's important to know where your money is going. Learn what happens to your WRS account when you pass away, why it's important to designate a beneficiary and the importance of keeping your account up to date.

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

- Define beneficiary and standard sequence.
- Explain the importance of a beneficiary form.
- Identify who or what could be a beneficiary.
- Select the appropriate beneficiary form.
- Update your beneficiary.

Thu, Jan 6, 2022 11:00 a.m. - 11:30 a.m.
 Tue, Jan 18, 2022 1:00 p.m. - 1:30 p.m.
 Wed, Jan 26, 2022 6:00 p.m. - 6:30 p.m.

To register, go to: <https://attendee.gotowebinar.com/rt/8291787039817584396>



✦ Benefits ✦



2022 Benefit Deductions and Contributions

For most employees, benefit deductions and contributions will change in 2022. For complete details please refer to the UW System Portal article <https://uwservice.wisconsin.edu/news/post/694>

UW 403(B) Supplemental Retirement Program Webinars & Counseling Sessions

UW System is making changes to enhance the [UW 403\(b\) Supplemental Retirement Program](#) (SRP), which provides an easy way for you to save for your retirement. Updates to the program, effective in January 2022, focus on cost-effectiveness, simplification, and ease of use for 403(b) participants. For complete details along with information about webinars and sessions please visit <https://uwservice.wisconsin.edu/news/post/696>

Deadlines For Health Care FSAS

To be reimbursed for out-of-pocket health care expenses from your 2021 Health Care Flexible Spending Account (FSA), you must *incur* eligible expenses by December 31, 2021. You must also *submit and substantiate* your expenses by March 31, 2022. Please visit <https://uwservice.wisconsin.edu/news/post/683> for complete details.

2022 Benefits ID Cards

If you enrolled or made changes to your benefits during the Annual Benefits Enrollment (ABE) period (Sept. 27 – Oct. 22, 2021), you may receive new ID cards.

Review your ID cards for accuracy. If you discover errors or if you do not receive your ID cards by mid-January, **contact the plan directly** to request new ID cards. Your institution benefits contact is not able to request ID cards on your behalf.

University Insurance Association (UIA) Life Insurance - Annual Premium Deduction

If you have University Insurance Association (UIA) Life Insurance, the annual premium of \$24 will be deducted from your biweekly paycheck dated December 16, 2021. The annual premium was previously deducted in October. Due to the change in the Plan Year starting date from October 1 to January 1, the annual premium will be deducted from pay received during December going forward. Details can be found here <https://uwservice.wisconsin.edu/news/post/691>

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 Information ★

Tips for Supervisors – Keeping Employees Engaged

According to a Gallup study, just 15 percent of employees are engaged at work. ([Gallup Data](#)). Now that the holiday season is coming to an end, employees may be feeling sluggish and dreading the return to working a full week and feeling overwhelmed with catching up at work after taking time off. Here are some tips to help keep employees engaged.



- 1. Listen to your employees:** When employees feel heard, they are 4.6 times more likely to feel empowered to do their best work ([Salesforce Research](#)). When employees feel heard, they are motivated and have the confidence that they can do a good job.
- 2. Provide learning opportunities:** Encourage employees to learn something new. This could be taking one of the many courses offered at [LinkedIn Learning](#), attending a conference in their area of work, taking the lead on a project, the list goes on. This can foster career advancement and in turn contributes to the employee's happiness at work and a more engaged employee.
- 3. Regularly Acknowledge Employee's Hard Work:** Employees want to feel valued. When supervisors focus on the positive and encourage and recognize employees on a regular, ongoing basis, it can help employees and the entire team to be more productive, more committed to success and more engaged. Acknowledging employees can be as simple as a thank you email, a shout out in a staff meeting or a hand-written note. Make this a part of your daily or weekly routine and it can not only lift the spirits of your employees, but yours as well.

Recognizing and valuing employees is simple;
 it just takes a little time and effort and awareness
 that it does indeed make a difference.
 - Victor Lipman



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.

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



Your Warhawk Human Resources Coordinator, Front Office Supervisor, and Human Resources Assistant
 Ramon Rocha, Sr., DJ Judah, Kai Instefjord

✦ Front Desk and General Office Information ✦

Welcome Elizabeth to Human Resources & Diversity!

Please join us in welcoming our newest employee, Elizabeth Carreon. Elizabeth is working in our office as an HR Assistant.

Elizabeth was born in Mexico City and has lived in Whitewater for 25 years. She has a big family including a husband, 4 children (3 daughters and 1 son), 3 brothers, 2 grandchildren, and 1 dog (and a partridge in a pear tree ♪ ♪ ♪).

Elizabeth has worked for several years in International Customer Service and loves to travel and eat seafood. She also is a ZIN, which is a ZUMBA Instructor. Elizabeth's passion in life are her family and taking pictures. She has always wanted to be a part of the "Warhawk Family" and believes that with hard work, effort, and dedication, "All of my dreams have come true in my life."



Human Resources Assistant

Elizabeth Carreon

Welcome to Human Resources & Diversity Elizabeth!!



✦ Immigration ✦

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;
262-472-1494



International Employment &
Immigration Specialist

Margaret Wheeler, JD



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 . 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 Director
of Human Resources-
Payroll, Benefits and
Shared Service Liaison

Steve Marshall



January



★ Rock County Campus ★

Handshake at Rock Campus

The Rock County campus continues to use Handshake for Spring 2022 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 Spring 2022 semester will run from January 18 - May 13, 2022. There is no service on days where regular semester classes are not in session including any legal holidays observed by UW System. This means there is NO shuttle service March 21– 24, 2022 during Spring Break. 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](#).



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

Phone: 608-898-5039

✦ Talent Acquisition & Recruitment ✦

Pay Plan Update

The legislature's Joint Committee on Employment Relations (JCOER) approved the final version of the 2021-2023 Compensation Plan for the University of Wisconsin System. Here is a link to the Pay Plan information from the UW System website: [Link to Pay Plan Information](#).

Eligibility requirements included completion of the Title IX Sexual Harassment and Information Security mandatory trainings, having a performance evaluation on file, and having a combined FTE of .50 or more. For full eligibility requirements and information go to [HERE](#).

The increase begins on 1/2/22 and will first appear on the 1/27/22 earnings statement for the work performed 1/2/22 - 1/15/22. This 2% was calculated on rate of pay as of 12/4/21.

Employee Rehire Submissions for Spring Semester

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>

Title & Total Compensation - 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](#). **The Title Appeal window has been extended to February 4th, 2022.**

*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

Abby Dunkleberger, Human Resources Partner
Email: dunkleba@uww.edu

Victoria Johnson, Human Resources Business Partner
Email: 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.

Wishing Victoria Johnson Well!

Victoria Johnson will be leaving UW-Whitewater the end of January to embark on a new work adventure! Her last day in Human Resources & Diversity will be Friday, January 21st. We wish her much success!



A note from Victoria to her campus partners and friends -

"I will be moving on to a new adventure as an Employee Relations Consultant at UW-Health at the end of this month! This is an exciting opportunity that I am eager to begin, but will miss each and every individual I have worked with during these past 4 years here at UW-Whitewater. You will all be missed and hold a special place in my heart. Thank you for all the support!"

★ 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



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.

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.





Cheryl Timm Winners For a Free Massage

In November and December the Wellness Team teamed up with Cheryl Timm, a local massage therapist, to provide 15-minute chair massages at both the UW-Whitewater and the UW-Rock County campuses. Those who participated were automatically entered in a giveaway for a free massage from Cheryl. We picked two winners at random to receive either a free 60-minute Swedish massage or a 35-minute Therapeutic massage!

Congratulations to our winners, **Maryam Enterline** and **Amber Kammeraad!**
Thank you to everyone who participated!

KEPRO Workshop - Handling Family Crisis

KEPRO Presents: Handling Family Crisis
January 26, 2022 12:00 pm Central Time

For those who may be going through a family crisis or simply want to prepare, this class will cover how to manage expectations and guilt. Learn how to cope with financial challenges and what to expect during transition times. This class can also be geared toward managers supporting employees going through a family crisis.

Webinar Information:

- Attendee Link:** [Here](#)
- Audio conference:** To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.
- United States Toll:** +1-408-418-9388
- Webinar Access Code:** 2633 452 5507
- Webinar Password:** hX569FBvp3u

Wear Red Day

National Wear Red Day is a day where people come together to spread awareness about heart disease and stroke for women all over the nation. You can join in by wearing red either at home or on campus on Friday, February 4th, 2022! We encourage you and your work team to send in a photo of your red outfits to benefits@uww.edu for our next newsletter!

For information on upcoming wellness opportunities, Check out the Worksite Wellness website

[Click here to visit the Worksite Wellness page](#)



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



✦ Wellness ✦

Share the Good News!

Congratulations to Cierra Woods (Philanthropy & Alumni Engagement) on the newest addition to her family! Cierra's son, Brice Woods, was born on December 9th, 2021.



Pictured: Brice (2 weeks old) and Montana (15 months old) sitting under the Christmas tree with their dog, Darla!



Share YOUR Good News!

Getting married? Having a baby?

✦ Let us know! ✦

We'd love to share it in *News & Notes!*

National Chocolate Cake Day - January 27

According to COSTCO Life January 27th is National Chocolate Cake Day! This can be a struggle if your New Years Resolution has you eating healthier. Here is an easy recipe for **37 Calorie Brownies** to help you get your "chocolate fix" without all the guilt!

- ¾ C nonfat Greek yogurt (you can use vanilla)
- ¼ C Skim milk
- ½ C Cocoa powder
- ½ C Old fashioned rolled oats (like Quaker)
- ½ C Truvia (or any natural/stevia based sweetener that pours like sugar)
- 1 egg
- 1/3 C Applesauce
- 1 tsp Baking Powder
- 1 pinch salt

Preheat oven to 400 degrees F. Grease a square baking dish.

Combine all ingredients into a food processor or a blender and blend until smooth (about 1 minute). Pour into the prepared dish and bake for about 15 minutes. Allow to cool completely before cutting into 9 large squares.

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