



## WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Happy Summer Fellow Warhawks!

I hope you are finding time to enjoy some fun summer activities.

There is a lot of information in the newsletter and I would like to highlight a few things.

Beginning July 1, 2023 we will be charging back the cost of the Criminal Background Checks (CBC) to the hiring department. The base cost of each CBC is \$23.54. This may be slightly more if the background check is in a state that does not have on-line records. When completing the CBC request form, you will be required to include your department's funding string.

If you are participating in the Warhawks in Motion, don't forget to log your steps and turn them into your team lead! It is a very competitive challenge this year! Who will be our top team?!! Let's move Warhawks!

Supervisors, please watch for an invite to participate in the Communication Workshop for Supervisors, this will be an engaging and interactive workshop to foster a motivating and engaging workplace. See the info on page 5.

We are entering the next stage of the ATP (Work Day) implementation. You can find out more about the project on page 5.

As we strive to continually find ways to create efficiencies I have invited a consultant to work with us and provide an assessment of the current HR processes. This will take place in the next month. We will use this assessment to improve our processes and procedures in conjunction with the Work Day implementation. Watch for information and updates in our coming news letters.

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

Have a great rest of your summer!

Connie Putland  
Chief Human Resources Officer  
Human Resources



July 2023 (v.6.1)

## IN THIS ISSUE

Welcome from the CHRO 1

Front Office 2

Calendar  
[Mandatory Training](#)

Title IX 2

Benefits 3

Wellness 3

Payroll 4

Immigration 4

Training & Pro Dev 5

Talent Acquisition 5-6

[HR Subject Experts](#)

A little  
progress each  
day adds up to  
big results.

Un pequeño  
progreso cada  
día se suma a  
grandes  
resultados.



Success demands singleness of purpose.  
-Vince Lombardi

What do you think of the HR Newsletter? Please let us know [here](#)!

## FROM THE FRONT OFFICE

### JULY: Plastic Free July / Disability Pride Month

7/4



7/30 International Day of Friendship



The Human Resources Office is open regular hours Monday - Friday 7:45am - 4:30pm, we request that visitors please call ahead (262) 472 - 1024 or email [hr@uww.edu](mailto:hr@uww.edu) to schedule an appointment.

#### Employee Spotlight July Edition: Connie Putland, Chief HR Officer.



We'd like to put the spotlight on our CHRO, Connie Putland!

Connie has been selected to serve a 3 year term on the National board of directors of the College and University Professional Association for Human Resources (CUPA-HR). She will join the National board as the Midwest Region representative on July 1, 2023. Connie has been a member of CUPA-HR for more than 12 years. She served as an officer of the Wisconsin Chapter board for nine years, culminating in a two-year term as chapter president. In 2018, she was selected to serve on the Midwest Region board of directors, where she served for five years in roles that included board chair. At the national level, Connie has been a regional representative for CUPA-HR's Learning and Professional Development Committee, and a CUPA-HR conference ambassador. This will be her first year serving on the national board of directors.



CUPA-HR is higher ed HR serving higher education by providing the knowledge, resources, advocacy and connections to achieve organizational and workforce excellence. Their membership includes more than 34,000 HR professionals and other campus leaders at nearly 2,000 member institutions and organizations around the country and abroad. The association offers learning and professional development programs, higher education workforce data, extensive on-line resources and just-in-time regulatory and legislative information. **Congratulations Connie!!!**

## TITLE IX

### New Title IX Regulations Expected in October, 2023

In May 2020, new regulations were released giving K-12 and Universities until August 14, 2020 to implement the changes. These changes had a profound impact on our processes and policies. Then on June 23, 2022, in celebration of the 50th anniversary of Title IX, the U.S. Department of Education released for public comment proposed changes to the regulations. These new regulations are expected to be a significant departure from the 2020 regulations regarding sex discrimination and how institutions should respond. Here is a very brief overview of the expected changes:

- Require schools to respond to all forms of sex-based harassment including sex stereotypes, sex characteristics, sexual orientation, gender identity, pregnancy or parenting status, and any related condition whether or not the harassment is sexual in nature.
- Broaden the definition of "hostile environment" harassment.
- Harassment definition changed back to "sufficiently severe or pervasive" both "objectively and subjectively"
- Include campus climate surveys for campuses
- Language defining school's responsibilities to pregnant and parenting students
- Protections for LGBTQ+ students from discrimination based on sexual orientation, gender identity and sex characteristics.

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."*

-Department of Education, Office for Civil Rights Education Amendments of 1972 (Title IX)



## BENEFITS

### **!Save the Dates!**

#### **Biometric Screening:**

Wed, September 27, 2023 8:30am - 12:30pm in The Old Main Ballroom UC 275 A&B.

#### **Benefit Fair:**

Wed, September 27, 2023 10:00am - 2:00pm in The Hamilton Room UC164.

#### **Blood Drive:**

[worksitewellness@uw.edu](mailto:worksitewellness@uw.edu)

#### **KEPRO Workshop – Communicating in a Tech World**

Wed, July 19, 2023 12:00pm - 1:00pm

Communicating face-to-face is not always possible in the business world. Today's communication depends on conference calls, texts and email chains that make it challenging to know when each outlet is appropriate. Nowadays, it's vital to use technology to communicate with workers worldwide. This class will show you how to interact professionally in the workplace using technology.

[Click Here to Register](#) - Login: 2633 436 0208

Password: svC3RsNaE23

### **ETF In-Person Group Retirement Appointments**

The Department of Employee Trust Funds offers in-person group retirement appointments statewide.

**Requirement:** Before scheduling an appointment, you must have received a [Retirement Benefit Estimates and Application \(ET-4301\)](#) or a [Disability Retirement Estimate Request form](#). You may request an estimate if you are within 12 months of your minimum retirement age

[Register Now](#)

### **ETF – Your Steppingstones to Retirement**

The Department of Employee Trust Funds has made available a recording of its popular webinar, “Your Steppingstones to Retirement,” featuring representatives from ETF, the Social Security Administration, and the Wisconsin Deferred Compensation Program. We have divided the original three-hour program into three separate videos. [Watch each video now](#) at your leisure and in any order.

### **Employee Assistance Program (EAP)**

Find out more about the Employee Assistance Program (EAP) offered by KEPRO by tuning in to Getting to Know your EAP Details can be found [here](#).

## WELLNESS



### **Family Fun Challenge for July**

how many items can you and your family check off this [list?](#)

### **Disconnect to Connect on Vacation**

Summer break can be a busy time of year as the weather gets warmer and children are home from school. Many employees choose to step away from their office or home to enjoy time with loved ones on vacation or a "staycation".

So often, it is easy to take work with us when we are away from the office so we don't fall behind or miss something we feel is important. Other times, we may feel pressure from our employer to stay engaged, even when we are away. We check a quick email, respond to a quick LinkedIn message, or even take our computers along "just in case".

In order for employees to truly benefit from this time to recharge, supervisors can help encourage them to fully disconnect on vacation and employees can give themselves permission to recharge. Check out these [9 Ways To Disconnect from Work on Vacation](#). Supervisors, choose to lead by example and set the expectation that while your valued employee is away, they can truly disconnect from work to connect with themselves, their loved ones, and the world around them. Happy Disconnecting!

### **Warhawks In Motion: June 13, 2023 – August 15, 2023**

is in full swing, check out the Teams and Leaderboard on the [Worksite Wellness](#) website!

Click this link for current UW System Employee Wellbeing Webinars [Employee Wellbeing Webinars](#)

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



**Checkout this month's featured recipe: [Summer Pasta Salad](#)**

## PAYROLL

**DID YOU KNOW?** Faculty, Academic Staff and Limited Appointees (FA/AS/LI) with a 12-month appointment are eligible to bank vacation into a Banked Leave Account after they have completed 10 fiscal years of employment. The option to bank is offered immediately following the fiscal year in which an employee is eligible. The Banked Leave Account may also be referred to as ALRA or Paid Leave Bank. Effective July 1- August 30 employees will be able to view their eligibility in their portal's absence balances screen. For additional details contact [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu)

**DID YOU KNOW?** Your W-2 and other tax statements are available online for all active employees in the [MyUWportal](#). Find helpful tax resources on the Tax Statements tab on the [Payroll Help page](#). For 2022 tax year, paper copies were mailed to all employees who did not consent to electronic only distribution. If you did not receive your W2 or it is not available in the Portal, please email [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu) for assistance. Access to electronic documents on the MyUW portal ends when you terminate employment. Please remember to print any needed documents prior to departure.

**DID YOU KNOW?** If you work the academic year, are benefits eligible, and are expected to return in the fall, you would have had summer pre-payments taken from your payroll. Summer prepay insurance premium deductions are used to maintain insurance coverage between academic years and are expected to return in the fall. Summer prepay insurance premium deductions are in addition to regular insurance premium deductions. Summer prepay insurance premium deductions occur on the first two pay periods of the month in March, April and May payrolls and apply to the following plans: State Group Health Insurance-Preventive and Supplemental Dental Insurance-Vision Insurance-State Group Life Insurance-Individual & Family Life Insurance-UW Employees, Inc. Life Insurance-Accidental Death & Dismemberment Insurance-Accident Insurance-Income Continuation Insurance (only deducted on April and May payrolls). If you watch your earnings statement, you will see these disbursing over the summer.

**DID YOU KNOW?** There is a "C" payroll in July. The 7C payroll period is from 7-16-23 to 7-29-23 and will be paid on 8-10-23. Only WRS, TSA and regular taxes are taken from a "C" payroll. See the [2023 payroll calendar](#) for more information on the 7C and also the 12C payrolls in 2023.

**DID YOU KNOW?** The "C" payrolls do not have the normal benefits deductions. Please see the [payroll calendar](#) and check out how deductions are handled, as indicated in the Deduction Groups column. You should see that only the WRS and Supplemental Retirement Plan deductions are taken on these payrolls. This has no impact on benefits as the premiums are only taken on the "A" and "B" payroll periods.

**DID YOU KNOW?** If you need any help, reaching out is very easy. You can contact a subject matter expert at [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu) or on campus at [payroll@uww.edu](mailto:payroll@uww.edu). No matter who you contact, we will be sure you get your answers timely and accurately.

- 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 [payroll@uww.edu](mailto:payroll@uww.edu)

## IMMIGRATION

### Immigration Definitions: July Edition

#### Asylum versus Refugee

<https://help.unhcr.org/usa/applying-for-asylum/what-is-asylum/>

**Asylum** is a form of protection which allows an individual to remain in the United States instead of being removed (deported) to a country where he or she fears persecution or harm. Those who are granted asylum are called [asylees](#). (**Persecution** can be harm or threats of harm to you or your family. You only can win asylum if at least one of the reasons someone harmed or may harm you is because of your race, religion, nationality, political opinion or the fact that you are part of a "particular social group.")

A **refugee** is someone who has been resettled to the United States through the U.S. resettlement program. This is a separate process than asylum. To apply for asylum in the U.S., you must be physically present in the U.S. or be seeking entry into the U.S. at a port of entry.

### Changes in Immigration Law: July Edition

**Attention International Students!** U.S. Citizenship and Immigration Services (USCIS) has expanded Premium Processing services to applications for F-1 Pre-Completion Optional Practical Training (Pre-Completion OPT), F-1 Post-Completion Optional Practical Training (Post-Completion OPT), and F-1 STEM Optional Practical Training Extension (STEM OPT). <https://www.uscis.gov/i-907> USCIS will accept premium processing requests from students **when filed together** with application for OPT or STEM OPT via paper form or online. The Premium Processing Fee is \$1,500. You must pay the Form I-907 fee separately from other filing fees.

## TRAINING AND PROFESSIONAL DEVELOPMENT

### ATP/Workday Update(s)

The recording for the previous Workday Walkthrough “Learning Management” session is now available for all UW faculty and staff to view with a UW login: [Watch Workday Walkthrough #7: Learning Management](#).

The next session will focus on “Expense Reports Made Easy With Workday Mobile.” You will get an overview of how Workday Expenses will be used to reconcile any university card purchases and out-of-pocket expenses. Plus, you will see how this can be done with Workday’s mobile app.

**When:** Thurs, July 13 from 3:00p.m. - 4:00 p.m.

**Who:** Anyone who submits expense reports, is an approver for expenses, or has a University Card, including Purchase cards will want to attend.

**Where:** Hyer Hall Conference Room 322 or Zoom Webinar  
<https://uwmadison.zoom.us/j/96729165841> (no passcode)

### Training & Workshop Opportunities

All supervisors are invited to join the Communication Workshop for Supervisors. It is designed to equip supervisors with the essential communication skills needed to foster a motivating and engaging workplace.

If you have not yet received a calendar invite, please email [elmoreg@uww.edu](mailto:elmoreg@uww.edu).

Don’t forget to check out the [Events calendar](#) to see what is coming up!

## TALENT ACQUISITION

### MSC 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 that \$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.

**\*All Student Employees should be paid through Student Employment Tool, regardless of home institution.**



Both forms can be found on the HR Website <https://www.uww.edu/adminaffairs/hr/forms>  
For additional questions please contact:

**Kate Nagle**

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

### Summer Session and Summer Service

Please work with Continuing Education to ensure these are entered into the Change of Status system so HR can process these requests in a timely manner.

# TALENT ACQUISITION

## Recruitment

You can find all of our recruitment policies and best practices on our website

<https://www.uww.edu/adminaffairs/hr/recruitment>

If you are in need of filing a vacancy with an emergency hire appointment please view our Emergency Hire Policy: <https://www.uww.edu/adminaffairs/hr/recruitment/tam-best-practices>

## CBC Charges Change:

**\*\*As of 7/1/2023 HR will be passing the charge of CBC's to the hiring department. 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 will be required to include the department funding string\*\***

## Direct Deposit and W4 Online Forms

**Reminder: Direct Deposit and W4** forms can be completed Online, through **MyUW** student portal, for all student employees. Hard copies can still be submitted. If these forms are not submitted with the hiring packet, effective 7/2/2023, it will be assumed that the student will be submitting these documents Online. Please reach out [hr@uww.edu](mailto:hr@uww.edu) with any questions or concerns.

## Online Hire Form

The new Online Hire form is now available at <https://my.uww.edu/RecruitmentApproval/> The hire form must be connected to a TAM ID. Any employees not selected through a TAM recruitment will still need to be hired through the Non-TAM Hire Form. The Online Hire form can also be accessed through our Human Resources webpage.

## Academic Staff Contracts

Academic Staff employees who will be moving to a fixed-renewable appointment should have received a contract on 6/23/2023. If you have any questions regarding your new appointment you can view the full policy here: <https://www.wisconsin.edu/uw-policies/uw-system-administrativepolicies/job-security/> or contact..



**Kai Insteffjord**

[Instejokeo8@uww.edu](mailto:Instejokeo8@uww.edu)

For Academic Staff employees remaining in a fixed-terminal appointment, we have processed and sent out over 90% of E Rehire requests received and are diligently working on completing the remaining pending requests. Thank you for your patience as we have processed and completed 92% of the more than 700 E Rehire and Summer Service/ Summer Sessions requests since the end of the academic year.

## 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**

