

# OFFICE OF HUMAN RESOURCES & DIVERSITY'S *NEWS & NOTES*

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## HELLO WARHAWK FAMILY!

I hope everyone is safe and well, while unlearning, learning and relearning different methods of doing the valuable work for the University of Wisconsin-Whitewater community. As we continue to attempt to make sense of all that is going on across the country, the University of Wisconsin - Whitewater has taken steps to address the national climate. A few of those steps will be outlined in this newsletter.

During these very tenuous times, I would like to congratulate the entire Human Resources and Diversity team for their significant efforts. As of June 25<sup>th</sup>, members of the department have responded to and provided information to the Department of Workforce Development on various levels. This includes multiple phone calls from employees coupled with phone calls with our state partners. More than 1,163 informational forms have been completed, on time and with accuracy. The primary goal was to meet deadlines in an effort to minimize any additional hardship to employees. The HR team met these deadlines and demands because everyone pitched in to make it happen. This has been a gargantuan leap with everyone learning new things, outside of their regular responsibilities – many, many thanks! I am humbled by the dedication and commitment to the campus community!

Thank you to everyone on this campus for adjusting your work habits to stay healthy and safe, and thank you for taking the time to read this newsletter!

Best,

Janelle A. Crowley, Ph.D.  
Chief Human Resource Officer  
Human Resources & Diversity



*“Don't be discouraged. It's often the last key in the bunch that opens the lock.”*

—Author Unknown

## BENEFITS & WELLNESS

### May's Million Step Challenge

#### Traveling Trophy

Meet the Winners of May's Million Step Challenge Traveling Trophy!

### CONGRATULATIONS TO TEAM CC GO - GETTERS!

Erica Schepp, Chelsea Newman, Breanne Karn, Jennalee Johnson,  
Danjela Vuckovic, Jenna Fintel, Peggy Lean



Watch the Warhawk Weekly to find out who is the winning team for June!

Update: As things are slowly beginning to reopen, we are moving forward with getting the swag ordered for the participating teams. We will be ordering whistles for team captains and armbands for all participants. Please register your team if you have not done so already.

#### Continuous Furlough

If you are on a 30-90 day furlough, you need to complete an Insurance Selection Form to continue your insurance benefits while you're out. The form can be found here:

<https://www.wisconsin.edu/ohrwd/benefits/download/furloughinsuranceselections.pdf>

Please refer to the FAQ page for more information:

<https://www.uww.edu/adminaffairs/hr/covid-19-employee-resources>

This form should be sent to UW-Shared Services, Service Operations at [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)



**If that wasn't exciting enough – check out the University of Wisconsin's Leaderboard for the first quarter! UW-Whitewater is leading the pack – way to go Warhawks!!**

## BENEFITS & WELLNESS

### Wellness Initiative

#### **StayWell Million Step Challenge**

- Sign your team up to participate in the StayWell Million Step Challenge.
- Everyone who signs up will be eligible for some *swag!*
- New this year there is a Traveling Trophy! Each month it will be awarded to the team with the highest average steps.
- Send your team roster with your team name, team captain, and team members to [benefits@uww.edu](mailto:benefits@uww.edu)
- Challenge ends on October 9th, 2020
- Please direct any questions to [benefits@uww.edu](mailto:benefits@uww.edu)

**Mindful Gratitude Speaker** | September 30th, 2020 | More details to come

Be sure to look for upcoming wellness opportunities and events in the Warhawk Weekly and HR News & Notes

### On Campus Vendor Visits

ETF will be offering biweekly webinars on “Preparing for Your Retirement” | Registration is required | Register here: <https://register.gotowebinar.com/rt/2062561071726664450>

### Upcoming 2020 Benefit Events

#### **Biometric Screenings:**

#### **Fall Biometric Screenings:**

- Will take place on September 25, 2020 at the CEC and on September 30, 2020 in UC room 275
- Examiners will be on campus to administer health screenings for the \$150 incentive program.

#### **Open Enrollment 2020:**

- Open enrollment will be September 28 - October 23, 2020

#### **Benefits Fair:**

- The 2020 Benefits Fair will be held on October 14, 2020 from 10 am - 2pm



## BENEFITS & WELLNESS

### Upcoming StayWell Programs:

#### **Well Wisconsin Radio:**

I Can't Sleep: A Conversation with StayWell Health Coach Mary

**July 14<sup>th</sup>, 2020 Noon – 12:30PM**

Register here: [https://staywell.zoom.us/webinar/register/WN\\_61zytOhUSliJgBtISJa-Mw](https://staywell.zoom.us/webinar/register/WN_61zytOhUSliJgBtISJa-Mw)

#### **Snoozefest Challenge:**

**July 1 – July 31, 2020**

Challenge yourself to get seven hours of sleep on 21 nights during the month long challenge.

Record your progress in your StayWell Portal account and you will earn credit for your 2020 well-being activity!

### **StayWell's \$150 Wellness Incentive**

Employees and spouses that have received their \$150 Wellness Incentive will see withholdings reflected on their August or December pay stub.

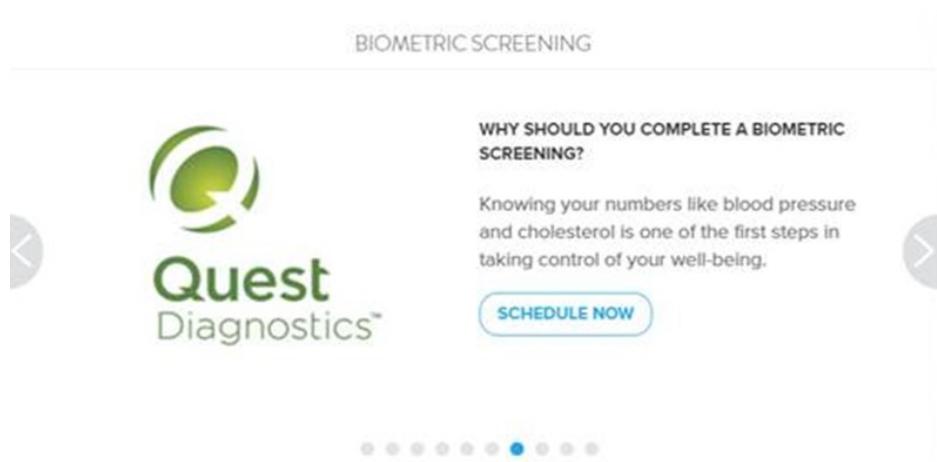
- Financial incentives will be reported as taxable wages and subject to applicable withholdings and taxes. You will see withholdings for all incentives issued in the current calendar year reflected on your August or December pay stub. This will include incentives issued to your eligible family members.

- Withholding may include 7.65% for Social Security and Medicare if the employee is FICA Eligible and may include federal and state withholding, depending on the number of exemptions you claimed on your W-4. Note: Some individuals may have met their Social Security Tax maximum in 2020, \$8,537.40, and therefore, they may only have Medicare Tax withheld.

For questions about the \$150 Well Wisconsin incentive contact StayWell at [wellwisconsin@staywell.com](mailto:wellwisconsin@staywell.com). For questions about incentives provided by your health plan carrier, contact your health plan carrier directly.

**REGISTRATION IS OPEN FOR UW-WHITWATER'S BIOMETRIC SCREENING – REGISTRATION REQUIRED**

To register you will need to Log into your StayWell Portal. On the home page in the middle is a carousel of different screens. Click on the Arrow to the right or left until you find the screen below. From here you will click on the *Schedule Now* button to schedule a screening. The dates of the Screenings are September 25<sup>th</sup> (8:30am-3:30pm) at the CEC and September 30<sup>th</sup> (8am-3:30pm) in the Old Main Ballroom in the UC.



## BENEFITS & WELLNESS

You do not need to attend a Biometric Screening to receive your \$150 Wellness Incentive. If you have already seen your doctor this year you can download the Health Care Provider Form (also in the carousel) and submit it to fulfill the Health Screening Requirement. Remember the deadline to complete the 3 activities (Health Assessment, Health Screening and Wellbeing Activity) is October 9<sup>th</sup>!



### Remote Financial Counseling

No matter where you are in life—just getting started or planning for retirement—a session with a TIAA financial consultant can help you create a plan for your goals. And, it’s at no additional cost as a part of your retirement plan. You’ll get answers to these questions and more:

- Am I invested in the right mix of investments to help meet my goals?
- Am I saving enough to create the retirement income I need?
- How do I take income from my retirement account once I stop working?

TIAA is offering virtual counseling sessions via phone or videoconferencing. See the information on the next page for complete details. Register for one of the sessions at [TIAA.org/schedulenow](https://TIAA.org/schedulenow).



## BENEFITS & WELLNESS

### ETF July 2020 Webinar

#### Understanding your Annual WRS Statement of Benefits

<https://attendee.gotowebinar.com/rt/4088832361488024588>

Your annual Statement of Benefits provides a summary of your Wisconsin Retirement System account information. Join us to learn more about the important topics addressed on your statement including:

- How much you and your employer have contributed to your WRS pension
- Your vesting status and years of service
- Your beneficiary designation – what happens to your account if you die before taking a benefit

\*\*\* It is helpful to have your Statement of Benefits with you while participating in the webinar.

Wed, Jul 8, 2020 11:00 a.m. – 11:30 a.m.

[Register for a webinar](#)

You can also contact ETF's Call Center at | [1-877-533-5020](tel:1-877-533-5020) if you wish to schedule a one on one meeting either in person or virtually.

### July Webinars: FEI



**JULY 15**  
*Dealing with  
Student Loans*

**REGISTER**

With skyrocketing tuition rates and stagnant wages, it's no wonder so many graduates struggle to repay their student loans. We'll discuss why student loans have become such a burden and explore strategies that eliminate debt through consolidation, pay down and refinancing. Also, we'll explore making those loan payments fit into your monthly budget.

**Presented by Michael Di Malo**  
*Founder,  
New Focus – New Jersey*

## BENEFITS & WELLNESS



A Message of Support to Employees and Managers

**Racial disparities:  
It's time for change**  
Hope. Help. Healing.

Your EAP can help | [Click here for resources](#)

### We shall overcome

The song "We Shall Overcome" became the anthem for the Civil Rights Movement 60 years ago. Today, that refrain is just as relevant as ever. At FEI, our job is to help employees and organizations overcome challenges—even those as complex as COVID-19 and racial disparities.

For counseling and other referrals, please contact our EAP services center, which is open 24/7. For trainings on Equity, Diversity and Inclusion (EDI) and other related topics, please reach out to your account manager. To gain a deeper understanding of the history of systemic racism and how it is still manifesting in current events, please visit our new section in the [FEI EAP Resource Library](#), titled "Racial Disparities," with curated resources including the following:

- [We Shall Overcome: The story behind the song](#), an article from the Kennedy Center
- [Bryan Stevenson: Nationwide unrest is about a history of racial inequality \(Part 1\)](#), a 4-minute NBC video
- [Pandemic Within a Pandemic: Coronavirus and Police Brutality Roll Back Communities](#), a New York Times article
- [75 Things White People Can Do for Racial Justice](#), an article from Medium
- [How to Deconstruct Racism One Headline at a Time](#), a TED Talk with Baratunde R. Sangster

### COVID-19: Moving forward with our 'New Normal'

As workplace restrictions ease, FEI continues to offer you information, tips and strategies to help you manage the pandemic's ongoing challenges. Check out the section titled "Moving forward with our 'new normal'" in the [FEI EAP Resource Library](#) for more information like this:

- [Refocusing at Work After COVID-19](#), a flyer
- [Managing Anxiety When Returning to Work After COVID-19](#), a flyer
- [Back to the Workplace: A Manager's Tip Sheet](#), a flyer
- [Towards a New Workplace Normal in the Age of COVID-19](#), a webinar recording

### Personal insights from your FEI support team

Please check out the following posts that were recently added to the [FEI Blog](#).

- [Finding Gratitude in 2020](#), by Amara Lang, FEI Jr. Account Manager
- [In-The-Moment Support: A Valuable Benefit for Today's Challenges](#), by an EAP Services Center Counselor
- [Your EAP Can Help You Transition After COVID-19](#), by Michael McCafferty, FEI Senior Account Manager
- [Communication and EAPs Can Help Managers Lead the Post-Quarantine Workforce](#), by Michael McCafferty, FEI Senior Account Manager

As a service to our customers and their employees, this email and FEI's approved LifeCycle Center website may include third party offers of insurance, mutual funds, annuities and other related and supplemental products. FEI Behavioral Health is not responsible for the accuracy or content of information contained or found on these sites. Posting of this link does not constitute an endorsement of the parties, advertisers, marketing promotions or their products and services.

The Benefits & Wellness team is continuing 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.



Share YOUR Good News!

Getting married? Having a baby?

✦ Let us know! ✦

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

Email good news to [benefits@uww.edu](mailto:benefits@uww.edu)



Your Warhawk Benefits Team  
Stephanie Hartmann & Aubrey Maciosek

**FEI Behavioral Health**  
 648 N. Plankinton Ave, Suite 425  
 Milwaukee, WI  
[feiam@feinet.com](mailto:feiam@feinet.com)

If you no longer wish to receive any messages from FEI Behavioral Health, please click [unsubscribe](#).

## HR & D'S FRONT DESK

### Supreme Court Says Federal Anti-Bias Law Protects LGBTQ Workers

The Society of Human Resource Management [SHRM] applauded the Supreme Court's decision regarding Title VII of the Civil Rights Act of 1964, announced on June 15, 2020.

"In the most anticipated employment decision of the year, [the high court found](#) that an employer who fires an individual merely for being gay or transgender violates Title VII of the Civil Rights Act of 1964.

"An individual's homosexuality or transgender status is not relevant to employment decisions," wrote Justice Neil Gorsuch for the court. "That's because it is impossible to discriminate against a person for being

homosexual or transgender without discriminating against that individual based on sex."

Notwithstanding the previous lack of clarity, the University of Wisconsin-Whitewater has supported the opinion, an employee is not to be discriminated against because of their sex, which has, and does, include members of the LGBTQ communities.



### Return to Work Survey

All employees should have received an email from the UW-W ADA Coordinator either last week or earlier this week. This [Return to Work Survey](#) is an important survey of all faculty and staff to determine the appropriate and necessary staffing levels required to bounce-back the Warhawk community.

As outlined in the email, "It is the university's intent to have as many face-to-face classes and student services, as safely as possible, at both the Whitewater and Rock County campuses." This survey does not ask any personal or medical information. The information learned from the survey will be considered by your direct supervisor and unit leadership to determine appropriate staffing and work flexibility. Thank you for your time and consideration.

Here is a link to that survey: [Return to Work Survey](#)



## HR & D'S FRONT DESK

### July Dates

July 1	National Postal Worker Day International Chicken Wing Day
July 4	Independence Day
July 5	National Apple Turnover Day
July 6	National Fried Chicken Day
July 9	National Sugar Cookie Day
July 12	Pecan Pie Day
July 13	Embrace Your Geekness Day
July 14	Bastille Day
July 19	National Ice Cream Day
July 20	National Lollipop Day
July 21	National Junk Food Day
July 23	Vanilla Ice Cream Day
July 24	Tell an Old Joke Day
July 26	Parent's Day
July 28	National Milk Chocolate Day
July 30	National Cheesecake Day International Day of Friendship
July 31	System Administrator Appreciation Day

<http://holidayinsights.com/moreholidays/july.htm>



Your Warhawk  
Assistant Chief  
Human Resource  
Officer:  
Connie Putland

### Employee Assistance Program

The current situation may cause stress and worry for you and your family. Our **Employee Assistance Program (EAP)** is available to UW System employees, their spouses or significant others, and their dependents. Services available may include a consultation on legal or financial concerns, or help with how to handle an unexpected day care situation (e.g., child day care or adult/elder care).

Employees who are in need of guidance or support are encouraged to contact the

**Employee Assistance Program (EAP)**  
through FEI <https://www.feieap.com/>  
(Username: SOWI)

### Bastille Day July 14

Bastille Day commemorates modern France and French democracy. This day symbolizes the end of the constitutional monarchy, and the beginning of the democratic republic of France. To Frenchmen, Bastille Day is viewed as their liberation.

<http://holidayinsights.com/moreholidays/july/bastilleday.htm>

### The Dog Days of Summer

By definition, the Dog Days of Summer are the hottest and steamiest part of summer. Typically, this is the period when Sirius, the Dog Star, rises at the same time as the Sun, from July 3 -August 11. It is also a period of drought and occasional strong thunderstorms.

<http://holidayinsights.com/other/dogdays.htm>



Your Warhawk Human Resources & Diversity  
Office Coordinator, Front Office Supervisor, and  
Student & Camps Specialist  
Ramon Rocha, Sr., DJ Judah, Kai Instefjord

## IMMIGRATION

### Updates for our International Faculty and International Employees:

Courtesy of Law Firm of:  
Iandoli Desai & Cronin P.C.  
38 Third Avenue, Suite 100  
Boston, MA 02129  
Phone: 617-482-1010  
Fax: 617-423-9070  
e-mail: [desai@iandoli.com](mailto:desai@iandoli.com)  
web: [www.iandoli.com](http://www.iandoli.com)

### SUMMARY OF THE PRESIDENTIAL PROCLAMATION SUSPENDING ENTRY OF CERTAIN NONIMMIGRANTS

On June 22, 2020 the Trump administration amended and expanded its April 22, 2020 Immigration Proclamation. This new order will become effective as of 12:01 A.M. on June 24, 2020 ("Effective Date") and extends to December 31, 2020.

To review the Proclamation in its entirety, visit: <https://www.whitehouse.gov/presidential-actions/proclamation-suspending-entry-aliens-present-risk-u-s-labor-market-following-coronavirus-outbreak>.

Below is a summary of the key points:

- The proclamation restricts the entry into the United States of persons in the following non-immigrant visa categories and also applies to their dependent family members:
  - H-1B or H-2B visa holders and their H-4 dependents;
  - J visa holders ONLY in the following categories: intern, trainee, teacher, camp counselor, au pair, or summer work travel program, and their J-2 dependents; and
  - L visa holders and their L-2 dependents.

- The suspension applies to individuals seeking entry into the United States in the visa categories noted above who:
  - are outside the United States as of the Effective Date;
  - do not already have a valid non-immigrant visa; and,
  - do not have a valid official travel document other than a visa (such as transportation letter, boarding foil, or advance parole document) as of the Effective Date or issued thereafter.
- The suspension does not apply to:
  - Lawful permanent residents of the United States (green card holders);
  - Any foreign national who is the spouse or unmarried child under 21 of a United States citizen;
  - Foreign nationals seeking entry to the United States to provide temporary labor or services essential to the United States food supply chain;
  - Foreign nationals whose entry would be in the national interest as determined by the Secretary of State, the Secretary of Homeland Security, or their respective designees.
- The proclamation directs the Secretary of State, Secretary of Labor and Secretary of Homeland Security to establish standards for which foreign nationals meet the criteria of "national interest" exemption above, and specifically includes:
  - Foreign nationals critical to the defense, law enforcement, diplomacy, or national security of the United States;
  - Foreign nationals involved with the provision of medical care to individuals who have contracted COVID-19 and are currently hospitalized;
  - Foreign nationals involved with the provision of medical research at United States facilities to help the United States combat COVID-19; and,

## IMMIGRATION

- o Foreign nationals who are necessary to facilitate the immediate and continued economic recovery of the United States.
- The proclamation also automatically extends the April 22, 2020 order suspending entry by certain new immigrants until December 31, 2020. Please refer to our prior summary at: <http://iandoli.com/newsandupdates?offset=1591023772029>.

**Importantly, the proclamation does not restrict the filing, adjudication, or approval of applications and petitions filed with USCIS. Therefore, the filing with USCIS of applications by employers wishing to sponsor H-1B, H-2B, L-1 or institutions authorized to issue documents under the J-1 exchange program, or individuals seeking to change to or extend these nonimmigrant categories are not impacted by this proclamation.**

### UW-Whitewater Immigration Courses

UW-Whitewater will continue to support its international faculty and employees with current and future ongoing in-person workshops. For now, please contact Margaret Wheeler, Immigration Specialist if you are interested in EB-1 guidance or for form I-485 and accompanying documents: [wheelerm@uww.edu](mailto:wheelerm@uww.edu); 262-472-1494. Online and remote assistance is available.



*Immigration and Affirmative Action*  
Margaret Wheeler, JD

### Famous American Immigrants

Famous Haitian and African Immigrants Making America Great.

In support of *BLACK LIVES MATTER*  
<https://www.globalcitizen.org/en/content/haiti-africa-immigrants-making-america-great/>

#### **Dikembe Mutombo, Democratic Republic of Congo:**

Finger-wagging, slam-dunking, shot-blocking former NBA star Dikembe Mutombo may be remembered just as much for his charity as he is for his athletic prowess. Mutombo, born in the Democratic Republic of Congo, is a UNICEF global ambassador who has also worked with CARE, the Polio Eradication Campaign, and his own charity Dikembe Mutombo Foundation, according to NBC News. In 2001, he raised \$2 million to build a hospital in his native Kinshasa, and donated \$150,000 to provide sports equipment to South African youth.



#### **Wyclef Jean, Haiti:**

Rapper and lyricist Wyclef Jean, who came to the US from Haiti as a child, is the winner of three Grammy awards, and has been a tireless advocate for immigrants and refugees, using his platform as an artist to create social change.

To listen to his words, inspiring story about refugees, deportation, immigration, go to: **Wyclef Jean: Temporary Protected Status (TPS) End Will Send Haitians in US Back to 'Death and Famine'**  
<https://www.voanews.com/arts-culture/wyclef-jean-tps-end-will-send-haitians-us-back-death-and-famine>



## PAYROLL

### Furloughs and Timesheets

#### Absences NOT Furlough

For monthly salaried employees, the timesheet should only be used for submitting furloughs. All other absences need to be submitted through the usual absence request process:

**Absence Entry Instructions for Faculty and Academic Staff** [FA/AS/LI Leave Instructions](#)

#### Furloughs and Multiple Positions

Furlough results in a reduction in pay for the employee. Multiple positions, especially with differing rates of pay, must have their own accounting for furlough time off.

#### Furloughs and Timesheets

Furlough may be entered on the timesheet at any time, as it occurs or as planned for future dates. Intermittent furlough taken must be entered on the timesheet and approved in Payable Time by the supervisor, for the reduction in pay to occur. The timesheets are bi-weekly and are locked to employees the Monday night following the end of the biweekly pay period. If employees miss entering the furlough on their timesheet, they may contact the payroll department for assistance. [Furlough must be submitted and approved BY THE 15TH OF EACH MONTH for the reduction in pay to occur on that monthly payroll.](#) If not completed timely, the reduction in pay will occur on the next payroll.

#### Any Employee on Consecutive Furlough of Two or More Weeks

Any employee on **consecutive** furlough of two or more weeks will have the furlough entered for them by Human Resources. They will not need to submit furlough on their timesheets.

#### Employees Requesting Consecutive Furlough

Requests to take more than two furlough days consecutively must be pre-approved by the supervisor and forwarded to Human Resources for final approval.

#### All Employees Taking Intermittent Furlough

There are three separate sets of instructions for submitting **intermittent** furlough, dependent upon employee type. Below are links to the Tipsheets, followed by brief explanations and examples.

[Furlough Entry Tipsheet, Monthly Instructional Staff Only](#)

[Furlough Timesheet Entry, Monthly NON-Instructional Staff](#)

[Furlough Timesheet Entry, Biweekly Employees](#)

## PAYROLL

### Faculty/Academic Staff (Salaried) Instructional

**Instructional** employees will submit intermittent furlough as an absence request. They will not report furlough on the biweekly timesheet. **Selecting COVID FURLOUGH as an absence request will NOT satisfy the requirement of a monthly leave report.** (Reminder: nine-month academic-year employees cannot take furlough during the summer; only during the academic-year contract period.)

*COVID FURLOUGH absence request:*

*Event From Date	Thru Date	Absence Take	Hours	Absence Reason
05/18/2020	05/18/2020	COVID FURLOUGH	8.00	Regular

### Faculty/Academic Staff/Limited (Salaried) Non-Instructional

**Non-instructional** salaried employees will submit intermittent furlough using the biweekly timesheet. The full week of hours must be accounted for when taking furlough (furlough, hours worked, paid leave time, etc.). **Submitting furlough on the timesheet does NOT satisfy the requirement of a monthly leave report.**

*Example of a full-day furlough on Monday; worked the rest of the week:*

	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity
	Sun 6/21								
	Mon 6/22							FURLM - Furlough Unp Full Day-Monthly	8.00
	Tue 6/23							FUREG - Hours Worked - Furlough	8.00
	Wed 6/24							FUREG - Hours Worked - Furlough	8.00
	Thu 6/25							FUREG - Hours Worked - Furlough	8.00
	Fri 6/26							FUREG - Hours Worked - Furlough	8.00
	Sat 6/27								

*Example of half-day furlough on Tuesday and vacation on Thursday:*

	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity
	Sun 7/5								
	Mon 7/6							FUREG - Hours Worked - Furlough	8.00
	Tue 7/7							FURLM - Furlough Unpaid - Monthly	4.00
								FUREG - Hours Worked - Furlough	4.00
	Wed 7/8							FUREG - Hours Worked - Furlough	8.00
	Thu 7/9							Vacation (UNC)	8.00
	Fri 7/10							FUREG - Hours Worked - Furlough	8.00
	Sat 7/11								

## PAYROLL

### Hourly Employees Paid Bi-Weekly

The information/instructions for **hourly employees paid biweekly** has not changed.

[Furlough Timesheet Entry, Biweekly Employees Click Here](#)

*Example of full-day furlough on Friday, worked the rest of the week.*

			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity
+	-	☰	Sun	4/26							
+	-	☰	Mon	4/27	7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00		
+	-	☰	Tue	4/28	7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00		
+	-	☰	Wed	4/29	7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00		
+	-	☰	Thu	4/30	7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00		
+	-	☰	Fri	5/1						FURLH - Furlough Unpaid Day - Biweekly	8.00
+	-	☰	Sat	5/2							

*Example of half-day furlough on Monday, personal holiday on Tuesday and Wednesday, worked Thursday and Friday:*

			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity
+	-	☰	Sun	6/21							
+	-	☰	Mon	6/22						FURLH - Furlough Unpaid Day - Biweekly	4.00
+	-	☰			7:45:00AM			11:45:00AM			
+	-	☰	Tue	6/23						Personal Holiday (CLS)	8.00
+	-	☰	Wed	6/24						Personal Holiday (CLS)	8.00
+	-	☰	Thu	6/25	7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM			
+	-	☰	Fri	6/26	7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM			
+	-	☰	Sat	6/27							

### Nine-month, Academic Year Employees Working for the Summer

Nine-month, academic-year employees with contracts for teaching summer classes or receiving pay for any other service, must complete a Summer 2020 Leave Report.

[Summer 2020 Leave Report here](#)



## PAYROLL

### July 4th Legal Holiday

The July 4th legal holiday is a "floating" legal holiday for all employees, including those on consecutive furlough. It may be used any time during the "year." For University Staff employees, the "year" is the calendar year of 2020. For Academic Staff and Limited employees, the "year" is the fiscal year of July 1, 2020 to June 30, 2021. When the holiday hours are used, they are submitted as a regular absence request, selecting "legal holiday" as the absence name/type, and entering the number of hours used.

**For questions regarding payroll, earnings statements, funding, leave reporting, timesheet entry and approvals, etc. please email:**

**[payrollsupport@uww.edu](mailto:payrollsupport@uww.edu)**



*Your Warhawk Payroll Team*  
Reggie Brown, Andrea Campbell

**The Payroll Team is continuing 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.**

## TITLE IX

### Title IX Updates: The 3 R's **Recognize, Respond & Report**

#### Recognize

Whether or not you are physically on campus or working remotely, the University of Wisconsin-Whitewater is committed to creating and maintaining a community environment that is free from any form of gender discrimination, including sexual harassment and sexual violence.

Our reporting options remain in place and we continue to encourage students and staff to reach out if you need assistance.

Although many people recognize Title IX as it applies to equity in sports programs, the law is broad and covers much more than athletics. Federal guidance documents its

application to transgender individuals and pregnant and parenting individuals. For questions on how the law applies to this, please contact the Title IX Coordinator at [titleix@uww.edu](mailto:titleix@uww.edu).

#### Respond

If you are experiencing a situation that makes you uncomfortable, or you are unsure of how to address the situation, please feel free to contact me. In most cases, the best response is one with compassion as well as guiding the individual to connect with the Title IX Coordinator.

#### Report

To report incidents of sexual misconduct, you can go to our incident report page located at <http://www.uww.edu/dean-of-students/reporting-forms> You can also send an email to [titleix@uww.edu](mailto:titleix@uww.edu).

### Reporting... Next Steps

Once the form is submitted, someone from either Human Resources and Diversity or the Dean of Students Office will reach out to the complainant asking them to schedule a resource meeting with me, the Title IX Coordinator. In that meeting, I will explain to them their rights, process, and options for next steps. The complainant is not required to meet with me, but the initial meeting usually helps them understand our process. Those meetings can happen via phone, WebEx, or other electronic means. I can also send them an email with the listed information.

The full Title IX policy can be found here: <http://www.uww.edu/sexual-misconduct-information> If you have any questions or concerns regarding these policies or processes, please feel free to contact me at [titleix@uww.edu](mailto:titleix@uww.edu) or by calling my office number at 262-472-2143. You can also contact me to schedule a training for you and your staff/employees in your department.



## TITLE IX

### Campus Response to Pandemic and Climate

July 2 marks the 100th day since the Safer at Home Order was put into effect in the state of Wisconsin. In the midst of the pandemic, we have also been witness to injustices in several different states. These injustices sparked protests across the country. As we attempt to make sense of it all, the University of Wisconsin Whitewater has taken steps to address the national climate.

UW Whitewater's Emergency Operations Center and Resource Response Team (EOC/RST) created the **Warhawk Ready Plan**. A link to that plan can be found [here](#). This plan "demonstrates the capacities available to our institution to advance appropriate procedures in a reasonable amount of time to ensure safe, effective, and efficient operations can take place."

The leadership team also released the executive summary entitled **Warhawk Returns: Practices for Fall 2020**. This document lays out the University's key

principles of operations and includes links to more detailed information for your review, if you so desire. A link to that plan can be found [here](#). A video link from the discussion can also be found here: [Warhawks Return Plan Video Link](#)

In addition, senior leadership have hosted a series of virtual discussions on race, racism, trauma, and moving forward each Tuesday evening in June. Similar discussions will continue in July and August with an agenda to be determined. The following is the list of discussions that took place in June as well as a link to the recording of the discussion if you were unable to tune in live. Just click on the name of the session you would like to watch and the link will take you to the video.

Tuesday, June 9:

["Today's Black Students and Professionals: Living in an Environment of Social Chaos."](#)

Tuesday, June 16:

["Racism from a White Person's Lens"](#)

Tuesday, June 23:

["Trauma of Racism"](#)

Tuesday, June 30:

["Racism in Athletics and Sports"](#)

I continue to work remotely. Please be assured that I am monitoring emails and voicemails and will reply as soon as I am able. Thank you, take care and stay safe.



Your Warhawk Title IX Coordinator  
Vicki Schreiber, Ph.D.

## TALENT ACQUISITION & RECRUITMENT

### Numbers That Matter

- **HR: June**
  - ◇ 140 Summer Service/Session Contracts
  - ◇ 10 Recruitments
  - ◇ 65 hires/rehires
  - ◇ 85 Change of Status
  - ◇ 108 Student Hires/Changes
  - ◇ 15 Camps hires

Remember to visit the HR&D website to find answers to your frequently asked questions about furloughs.

<https://www.uww.edu/adminaffairs/hr/covid-19-employee-resources>

### Title and Total Comp Project [TTC] Update

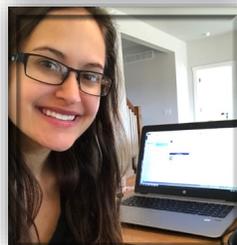
Many of you are probably wondering what in the world is going on with the Title and Total Comp initiative? Because of the unknown variables with COVID-19, it was decided to address the safety for students, employees and guests first. Therefore, some elements of the TTC Project timeline have been slowed down with plans to move towards implementation later in 2021.

A number of things continue, such as the review of position descriptions related to the Fair Labor Standards Act, a thorough market-informed titling and compensation review and preparation of a system wide benefits strategy.

During these challenging times, it is essential that we remain nimble and continue to think of safety first. Thank you for your continued interest and support. We will continue to provide you with updates as they come available.

**The Talent Acquisition team is continuing 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.**



*Your Warhawk Human Resources*

*Talent team:*

*Amy Sexton, Victoria Johnson, Abby Dunkleberger*

## TRAINING & DEVELOPMENT

### Supervisor Online Training

Some Supervisor online training modules are now available! We currently have the below online modules training available, and more will be added.

- Payroll for Bi-Weekly Employees
- E-ReHire
- Recruitment
- Change of Status

If you would like access, please contact [warhawku@uww.edu](mailto:warhawku@uww.edu).

We are also still gathering our New Hire Campus Orientation online modules. Thank you to those that have sent yours along. If your department has not been contacted, and would like to contribute an information and/or training video or material, please contact [warhawku@uww.edu](mailto:warhawku@uww.edu).

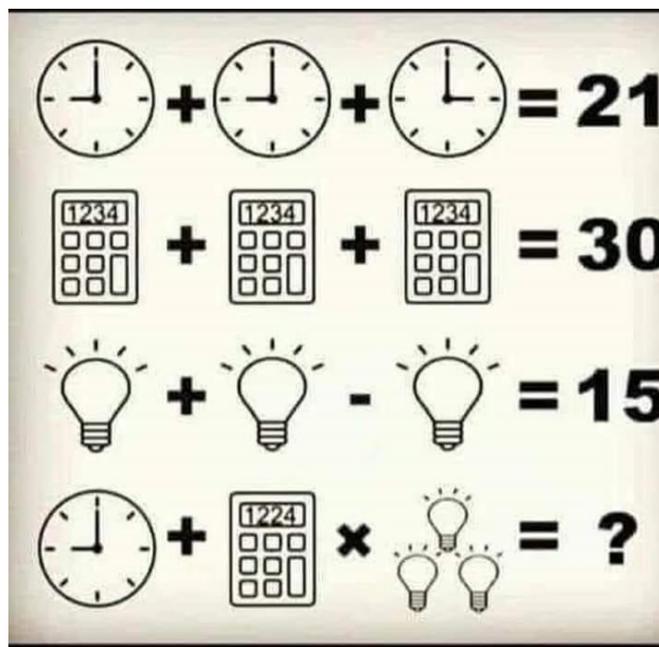


Your Warhawk HR & D and Community  
Engagement Center Development Coordinator  
Gina Elmore



### Brain Teaser

This is a tough one. What is the answer? Find the answer on page 20. Hint: Pay attention to the details.



## Human Resources & Diversity Subject Matter Expertise Areas

Subject Matter Expert	Specialty
<p><b>Janelle Crowley, Ph.D.</b> <i>Chief Human Resources Officer</i></p>	<p>Leads all training, talent acquisition and career development activities. Promotes inclusion in the workplace and reinforces our position as an equal opportunity employer.</p>
<p><b>Connie Putland</b> <i>Asst. Chief H.R. Officer</i></p>	<p>Primary contact for ADA and employee relation matters</p>
<p><b>Gina Elmore</b> <i>Development Coordinator</i></p>	<p>Training and Development Coordinator &amp; Community Engagement Center Manager</p>
<p><b>Vicki Schreiber, Ph.D.</b> <i>Title IX Coordinator</i></p>	<p>Title IX Resources &amp; Policy contact, Trauma Informed investigator, Restorative Justice circle keeper</p>
<p><b>Reggie Brown</b> <i>Payroll &amp; Benefit Supervisor</i></p>	<p>Unemployment contact, Absence Management, Int'l student employment</p>
<p><b>Stephanie Hartmann</b> <i>Benefits Specialist</i></p>	<p>Benefits, FMLA, campus Wellness contact resignations, and retirements</p>
<p><b>Kai Insteffjord</b> <i>H.R. Assistant</i></p>	<p>Student Employment &amp; Camps Contracting</p>
<p><b>Amy Sexton</b> <i>Human Resources Specialist</i></p>	<p>Staffing &amp; Recruitment Process Management, Compensation, New Employee &amp; Rehire Contracts, Employee Lifecycle Changes (Change of Status)</p>

**UW-W Office Human Resources & Diversity**  
 Hyer Hall, Room 335 • [HR@uww.edu](mailto:HR@uww.edu)  
 262.472-1024 (Main) 262.472-5668 (Fax)



Answer from Page 19 image:  
 = 9 + 9 (12+12+12) =  
 = 9 + 9 (36)  
 = 333 = 9 + 324

