

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

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## HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes *June* edition. June is the sign of summer with warmer weather, and time to refresh and renew for a new academic and fiscal year. We often see many employment changes in a summer, and big projects coming to bloom. As we anticipated, the single payroll month is coming fast upon us.

This newsletter has information about webinars and our employee assistance program, as well as the Title and Total Comp project. In addition, a big part of this newsletter is the highly anticipated change in payroll coming in July. For months we have been encouraging employees who are paid monthly to attend town hall meetings, webinars, and visit the system page. If you haven't done any of that yet, now is the time to do that. In this newsletter, you will find more links and more specific examples of how different your checks will look and when benefit deductions are reflected. Please take the time to look over these examples so you know what to expect in the coming months.

Follow the links on the left of this page to take you to the subject matter for this *June 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  
Human Resources & Diversity



"If it doesn't challenge you, it doesn't change you."  
-Fred Devito



University of Wisconsin  
**Whitewater**

Human Resources and Diversity

## BENEFITS

### ETF Webinar

[Attachments: June 2021 Webinars Pg 16](#)

ETF is offering a series of 30-minute, live, interactive webinars designed to increase your understanding of Wisconsin Retirement System benefits. Individuals can also ask questions at the end of these sessions. Please see the attachment for individual registration links for each webinar.

June Webinars include:

- Annuity Options
- Buying Service
- Newly Retired? What to Expect
- Variable Fund
- Preparing for Your Retirement



### Wisconsin Strong Financial Fitness Challenge

[Attachments: June Newsletter Pg 18](#)

You're invited to take the self-assessment and utilize a personalized playlist of interactive courses! Log in and complete the 5-minute Financial Fitness Checkup to receive a special code to apply toward earning the annual Well Wisconsin \$150 incentive!

### TIAA

[Attachments: UWS- June, July virtual meetings Pg 19](#)

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. Register for these sessions with TIAA to get answers about your retirement and gain valuable information! Please see attachment for the registration link.

### Reminder

Starting in July, UW Systems is moving all employees to bi-weekly payroll. Because of this, we are adding in a reminder to change your 403b/WDC contributions to reflect this change in payroll.

### FYI: WRS Annual Statement of Benefits Now Available

The Wisconsin Retirement System (WRS) Statement of Benefits as of January 1, 2021, is now available on the MyUW portal.



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 &  
Wellness Specialist  
Stephanie Hartmann

The Benefits & Wellness Specialist 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.

## HR & D'S FRONT DESK

Human Resources & Diversity Office is open regular hours but due to summer schedules we request that visitors please call ahead to schedule an appointment.

Your Warhawk Assistant Chief  
Human Resource Officer:  
Connie Putland



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



Hyer Hall 330  
Phone: 262-472-1024 Fax: 262-472-5668  
Office Hours: 7:45 am - 4:30 pm M-F

## TRAINING & DEVELOPMENT & COMMUNITY ENGAGEMENT CENTER



**Farewell to Gina Elmore,**  
**HR & D and Community Engagement Center**  
**Development Coordinator**

We want to take this time to acknowledge Gina for all of her hard work and dedication to the Human Resources & Diversity department at UW-Whitewater. Gina joined our team in 2019 and quickly put together a comprehensive Welcome Week and new employee orientation program, among other things. Shortly after her start, the Community Engagement Center opened its doors, and Gina was pivotal in getting the Center open and operational for not only UWW guests, but community partners. Thank you Gina for all you have done for us and we wish you well on your future endeavors!

## PAYROLL

### Payroll Schedule Change Coming in July

UW System employees paid monthly will move to a biweekly payroll schedule beginning in July 2021.

#### **How You Can Learn More**

Visit the [Single Payroll resources web page](#) for frequently asked questions, budget planning information and the 2021 payroll schedules.

#### **Take the Following Action**

If you have automatic payments set up (for example, mortgage, car loan, utilities, etc.), review your monthly budget and prepare for biweekly paychecks. You may want to adjust your automatic payments to match your biweekly paycheck amounts.

Watch for emails beginning in May that will provide reminders and information on contributions and withholdings that may be impacted by the new biweekly schedule.

#### **Single Payroll Town Hall Meetings**

Consider attending an upcoming Town Hall Meeting. Previous Town Hall Meetings were recorded, so you can view any one of those meetings at the following site [Single Payroll resources web page](#).

#### **Savings & Spending Plan Workshops**

UW System is partnering with UW Credit Union to help you plan for your paycheck changes. The Savings & Spending Plan (Budget) Workshops are available to help you create a plan that works for you.

[Tuesday, June 22, 2021, 5:00 PM](#)

#### **Single Biweekly Payroll**

Stay informed; please continue to visit the following website for up-to-date information regarding the change of all employees to the biweekly payroll occurring in July.

#### **Single Payroll FAQ**

##### **2021 Pay Schedule**

##### **2022 Pay Schedule**

#### **Current Biweekly Employees**

Beginning with the April 22, 2021 paycheck, most benefits deductions will be divided evenly over the first two biweekly paychecks each month.

## PAYROLL

### Payroll Schedule Change Coming in July - IMPORTANT RESOURCES

#### Presentations

Here are the direct links to the recordings of the presentations describing the payroll changes that are coming in July. Even if you don't have a number of direct deductions from your accounts, it is important to understand how your paycheck will be distributed as of July 30.

**Recording of Single Payroll Town Hall** - information for 9-month contract **employees** originally presented on Tuesday, May 4, 2021

[Presentation Video](#)

[Presentation Slides](#)

**Recording of Single Payroll Town Hall** - open session for all employees **paid monthly** originally presented on Monday, May 17, 2021

[Presentation Video](#)

[Presentation Slides](#)

**Recording of Single Payroll Town Hall** - information for 12-month contract employees originally presented on Thursday, May 13, 2021

[Presentation Video](#)

[Presentation Slides](#)

#### Paycheck Estimator

What is the [Paycheck Estimator?](#) This is a tool put together by UW System to help you calculate what your future paychecks will look like. You will still get paid the same amount of money as previously, it will just be distributed differently, and this spreadsheet will show you how those checks will look. In addition, each future check may look a little different depending on the week.

*The paychecks you receive on July 30, August 12, and August 26 will likely all look a little different. Here is some information about the days paid as part of that check and deductions from that paycheck:*

#### **Paycheck received on July 30 will cover days worked July 1-July 17**

Deductions will include insurances, WRS, TSA 403(b), Wisconsin Deferred Compensation, Health Savings Plan, Flexible Spending Account

#### **Paycheck received on August 12 will cover days worked July 18 - July 31**

Health Savings Plan and Flexible Spending Account will **NOT** be taken out of this check. WRS, TSA, and WDC **will** be deducted from this check.

#### **Paycheck received on August 26 will cover days worked August 1 - August 14**

FSA and HAS will begin bi-weekly deduction. WRS, TSA, and WDC will also have bi-weekly deductions.

# PAYROLL

## Paycheck Estimator

See the EXAMPLE following for what this may look like. **Please note that the numbers included in this example are randomly added for demonstration purposes only. These numbers are not intended to reflect any person's actual paycheck.**

**Example of monthly net paycheck for employee paid monthly (after deductions)**

Month	Net Paycheck
January 2021	\$ 1,668.00
February 2021	\$ 1,668.00
March 2021	\$ 1,668.00
April 2021	\$ 1,668.00
May 2021	\$ 1,668.00
June 2021	\$ 1,668.00

**Using the Paycheck Estimator, the following would be the bi-weekly paychecks for the same salary that was once paid monthly**

From	To	Payday	Amount of check
7/1/2021	7/17/2021	7/30/2021	\$ 1,020.26
7/18/2021	7/31/2021	8/12/2021	\$ 1,036.44
8/1/2021	8/14/2021	8/26/2021	\$ 895.02
8/15/2021	8/28/2021	9/9/2021	\$ 895.02
8/29/2021	9/11/2021	9/23/2021	\$ 895.02
9/12/2021	9/25/2021	10/7/2021	\$ 895.02
9/26/2021	10/9/2021	10/21/2021	\$ 895.02
10/10/2021	10/23/2021	11/4/2021	\$ 895.02
10/24/2021	11/6/2021	11/18/2021	\$ 895.02
11/7/2021	11/20/2021	12/2/2021	\$ 895.02
11/21/2021	12/4/2021	12/16/2021	\$ 895.02
12/5/2021	12/18/2021	12/30/2021	\$ 895.02
12/19/2021	1/1/2022	1/13/2022	\$ 895.02
1/2/2022	1/15/2022	1/27/2022	\$ 895.02
1/16/2022	1/29/2022	2/10/2022	\$ 1,051.52
1/30/2022	2/12/2022	2/24/2022	\$ 895.02
2/13/2022	2/26/2022	3/10/2022	\$ 895.02

*How did I get these numbers??  
Using the Paycheck Calculator!  
See the example on the following pages!*

**The 2/10/2022 paycheck is the "C" week paycheck.**

- Enter Federal Tax Information
  - If you selected W4 2019, enter **Allowances** (B6) and **Addition**:
  - If you selected W4 2020
    - Select the X in **Checkbox** (D6) if you placed a checkmark
    - Enter values from Boxes 3 (D7), **4a** (D8), **4b** (D9) and **4c**
- Select your **Marital Status - State** (H4) (M=Married, S=Single).

Instructions | Paycheck Estimator | July and August Paychecks

**Paycheck Estimator Sample** found by going to the [Single Payroll webpage](#) or straight to the [Paycheck Estimator excel spreadsheet](#)

*Using your pay stub, fill in the orange cells with your current pay information.*



The paycheck estimator is provided to assist employees with budget planning associated with the changeover from a monthly paycheck to a biweekly paycheck. The estimator provides an estimate only. Your actual paycheck will not exactly match the numbers provided in the estimator.

Enter values from your current Earning Statement in the fields below to create an estimate, see the instructions tab for additional help and information.

W4 That was completed (2019 or 2020)

Marital Status - Federal (M,S,H)  
W4 - 2019 or earlier

2020
S

Allowances - Federal

Addl Withholding - Federal

2


Marital Status - State (M,S,H)  
W4 - State

Allowances - State

Addl Withholding - State

S
2

# PAYROLL

	Current Monthly Paycheck	Enter current figures	WRS eligible?	Biweekly paycheck (12 month employee)	Biweekly Paycheck (9 month Employee)
<b>HOURS AND EARNINGS</b>					
<b>TAXES</b>	Gross Monthly Wages	\$3,000.00	Yes	\$1,384.62	\$1,384.62
Taxes	Fed OASDI/EE	\$200.00		\$74.90	\$74.90
Taxes	Fed OASDI/ER*			\$74.90	\$74.90
Taxes	Fed MED/EE	\$45.00		\$17.52	\$17.52
Taxes	Fed Med/ER*			\$17.52	\$17.52
Taxes	Fed Withholding	\$350.00		\$68.18	\$68.18
Taxes	State Withholding	\$120.00		\$47.04	\$47.04
<b>BEFORE-TAX BENEFIT DEDUCTIONS</b>					
Health Insurance	State Group Health + Dental Insurance	\$240.00		\$120.00	\$120.00
Dental Insurance	PPD Select	\$0.00		\$0.00	\$0.00
Dental Insurance	PPD plus Premier Select Plus	\$30.00		\$15.00	\$15.00
Vision Insurance	DeltaVision	\$13.00		\$6.50	\$6.50
Dental Insurance	Preventive Dental	\$0.00		\$0.00	\$0.00
State Group Life Insurance	SGL Basic	\$15.00		\$7.50	\$7.50
State Group Life Insurance	SGL Supplemental	\$15.00		\$7.50	\$7.50
Wisconsin Retirement System (WRS)	Wisconsin Retirement System	\$200.00		\$94.46	\$94.46
Wisconsin Deferred Compensation (WDC) 457 Program	WDC				
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Ameriprise/RiverSource				
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Fidelity				
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Lincoln				
UW Tax-Sheltered Annuity (TSA) 403(b) Program	TIAA-CREF RA				
UW Tax-Sheltered Annuity (TSA) 403(b) Program	TIAA-CREF SRA				
UW Tax-Sheltered Annuity (TSA) 403(b) Program	T Rowe Price				
Flexible Spending Account (FSA)-Health Care	Limited Purpose FSA Monthly	\$0.00		\$0.00	\$0.00
Flexible Spending Account (FSA)-Health Care	FSA Medical Monthly	\$20.00		\$20.00	\$20.00
Flexible Spending Account (FSA)-Dependent Day Care	FSA Dependent Care Monthly	\$0.00		\$0.00	\$0.00
Health Savings Account (HSA)	Health Savings Acct Monthly	\$0.00		\$0.00	\$0.00
<b>AFTER-TAX BENEFIT DEDUCTIONS</b>					
Accident Insurance	Accident Insurance	\$8.00		\$4.00	\$4.00
State Group Life Insurance	SGL Additional	\$0.00		\$0.00	\$0.00
State Group Life Insurance	SGL Sp/DP & Dep	\$4.00		\$2.00	\$2.00
Individual & Family Life Insurance	Individual & Family Employee	\$7.00		\$3.50	\$3.50
Individual & Family Life Insurance	Individual & Family Spouse DP	\$0.00		\$0.00	\$0.00
Individual & Family Life Insurance	Individual & Family Children	\$1.00		\$0.50	\$0.50
UW Employees, Inc. Life Insurance	UW Employees Inc Life	\$2.00		\$1.00	\$1.00
Accidental Death & Dismemberment (AD&D) Insurance	Accidental Death	\$2.00		\$1.00	\$1.00
Income Continuation Insurance (ICI)	Income Continuation Early	\$0.00		\$0.00	\$0.00
Income Continuation Insurance (ICI)	Income Continuation	\$0.00		\$0.00	\$0.00
Wisconsin Deferred Compensation (WDC) 457 Program	Roth WI Deferred Comp				
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Roth T Rowe Price				
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Roth TIAA Cref				
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Roth Lincoln Financial				
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Roth Fidelity				
Wisconsin Retirement System (WRS)	WRS Voluntary Additional				
<b>TAXABLE BENEFIT DEDUCTIONS</b>					
State Group Life Insurance	SGL Basic	\$0.00		\$0.00	\$0.00
State Group Life Insurance	SGL Supplemental	\$0.00		\$0.00	\$0.00
State Group Life Insurance	SGL Additional	\$0.00		\$0.00	\$0.00
Parking	Parking	\$0.00		\$0.00	\$0.00
Parking & Transit Account	Parking Account	\$0.00		\$0.00	\$0.00
Parking & Transit Account	Transit Account	\$0.00		\$0.00	\$0.00
Child Support	Child support	\$0.00		\$0.00	\$0.00
Garnishment	Garnishment	\$0.00		\$0.00	\$0.00
Charitable Contribution	Charitable Contribution	\$0.00		\$0.00	\$0.00
Other	Other				
	Total Normal Deductions	\$1,332.00		\$489.60	\$489.60
	Net Wages (Normal Monthly Paycheck)	\$1,668.00		(Normal Biweekly Check) \$895.02	\$895.02
	Annual net wages	\$20,016.00		Total Deductions for "extra" check \$333.10	\$333.10
				Net Wages ("Extra" Paycheck) (C paycheck) \$1,051.52	\$1,051.52
				Deductions during Summer Prepay \$650.10	\$650.10
				Wages during Summer Prepay period \$734.52	\$734.52

Taxes - Enter from pay stub in orange cells (also circled in red.)

Before-Tax Deductions from pay stub enter here (health insur, dental, WRS, etc...)

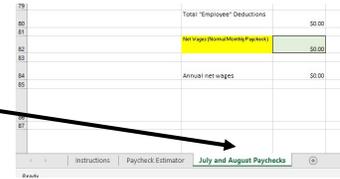
After-Tax Deductions from pay stub enter here (life insurance, AD&D, 403(b), etc...)

Taxable Benefit Deductions from pay stub enter here (Parking, child support, etc...)

Shows monthly net wages and what that looks like for an estimated "normal" biweekly check based on information entered from pay stub. It then also calculates that anomaly "C Week" check amount that you will find in the green box.

# PAYROLL

The third tab titled "July and August Paychecks" will auto-populate from the information added on the previous page. No need to enter the information here again.



The paycheck estimator is provided to assist employees with budget planning associated with the changeover from a monthly paycheck to a biweekly paycheck. The estimator provides an estimate only. Your actual paycheck will not exactly match the numbers provided in the estimator.

Enter values from your current Earning Statement in the fields below to create an estimate, see the instructions tab for additional help and information.

Current Monthly Paycheck		Paycheck Dated			
		7/30/21	8/12/21	8/26/21	
		Pay Period: 7/1/21-7/17/21	Pay Period: 7/18/21-7/31/21	Pay Period: 8/1/21-8/14/21	
<b>HOURS AND EARNINGS</b>	Gross Monthly Wages	\$3,000.00			
<b>TAXES</b>					
Taxes	Fed OASDI/EE	\$200.00	\$80.11	\$85.85	\$74.90
Taxes	Fed OASDI/ER*	\$0.00	\$80.11	\$85.85	\$74.90
Taxes	Fed MED/EE	\$45.00	\$18.74	\$20.08	\$17.52
Taxes	Fed Med/ER*	\$0.00	\$18.74	\$20.08	\$17.52
Taxes	Fed Withholding	\$350.00	\$13.53	\$89.36	\$68.18
Taxes	State Withholding	\$160.00	\$24.48	\$59.43	\$47.04
<b>BEFORE-TAX BENEFIT DEDUCTIONS</b>					
Health Insurance	State Group Health + Dental Ins.	\$240.00	\$240.00	\$0.00	\$120.00
Dental Insurance	PPO Select	\$0.00	\$0.00	\$0.00	\$0.00
Dental Insurance	PPO plus Premier Select Plus	\$30.00	\$30.00	\$0.00	\$15.00
Vision Insurance	DeltaVision	\$13.00	\$13.00	\$0.00	\$6.50
Dental Insurance	Preventive Dental	\$0.00	\$0.00	\$0.00	\$0.00
State Group Life Insurance	SGL Basic	\$15.00	\$15.00	\$0.00	\$7.50
State Group Life Insurance	SGL Supplemental	\$15.00	\$15.00	\$0.00	\$7.50
Wisconsin Retirement System (WRS)	Wisconsin Retirement System	\$200.00	\$111.05	\$93.46	\$93.46
Wisconsin Deferred Compensation (WDC) 457 Program	WDC	\$0.00			
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Ameriprise/RiverSource	\$0.00			
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Fidelity	\$0.00			
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Lincoln	\$0.00			
UW Tax-Sheltered Annuity (TSA) 403(b) Program	TIAA-CREF RA	\$0.00			
UW Tax-Sheltered Annuity (TSA) 403(b) Program	TIAA-CREF SRA	\$0.00			
UW Tax-Sheltered Annuity (TSA) 403(b) Program	T Rowe Price	\$0.00			
Flexible Spending Account (FSA)-Health Care	FSA Medical Monthly	\$40.00	\$40.00	\$0.00	\$20.00
Flexible Spending Account (FSA)-Health Care	Limited Purpose FSA Monthly	\$0.00	\$0.00	\$0.00	\$0.00
Flexible Spending Account (FSA)-Dependent Day Care	FSA Dependent Care Monthly	\$0.00	\$0.00	\$0.00	\$0.00
Health Savings Account (HSA)	Health Savings Acct Monthly	\$0.00	\$0.00	\$0.00	\$0.00
<b>AFTER-TAX BENEFIT DEDUCTIONS</b>					
Accident Insurance	Accident Insurance	\$8.00	\$8.00	\$0.00	\$4.00
State Group Life Insurance	SGL Additional	\$0.00	\$0.00	\$0.00	\$0.00
State Group Life Insurance	SGL Sp/DP & Dep	\$4.00	\$4.00	\$0.00	\$2.00
Individual & Family Life Insurance	Individual & Family Employee	\$7.00	\$7.00	\$0.00	\$3.50
Individual & Family Life Insurance	Individual & Family Spouse DP	\$0.00	\$0.00	\$0.00	\$0.00
Individual & Family Life Insurance	Individual & Family Children	\$1.00	\$1.00	\$0.00	\$0.50
UW Employees, Inc. Life Insurance	UW Employees Inc Life	\$2.00	\$2.00	\$0.00	\$1.00
Accidental Death & Dismemberment (AD&D) Insurance	Accidental Death	\$2.00	\$2.00	\$0.00	\$1.00
Income Continuation Insurance (ICI)	Income Continuation Early	\$0.00	\$0.00	\$0.00	\$0.00
Income Continuation Insurance (ICI)	Income Continuation	\$0.00	\$0.00	\$0.00	\$0.00
Wisconsin Deferred Compensation (WDC) 457 Program	Roth WI Deferred Comp	\$0.00			
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Roth T Rowe Price	\$0.00			
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Roth TIAA Cref	\$0.00			
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Roth Lincoln Financial	\$0.00			
UW Tax-Sheltered Annuity (TSA) 403(b) Program	Roth Fidelity	\$0.00			
Wisconsin Retirement System (WRS)	WRS Voluntary Additional	\$0.00			
<b>TAXABLE BENEFIT DEDUCTIONS*</b>					
State Group Life Insurance	SGL Basic	\$0.00	\$0.00	\$0.00	\$0.00
State Group Life Insurance	SGL Supplemental	\$0.00	\$0.00	\$0.00	\$0.00
State Group Life Insurance	SGL Additional	\$0.00	\$0.00	\$0.00	\$0.00
Parking	Parking	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Transit Account	Parking Account	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Transit Account	Transit Account	\$0.00	\$0.00	\$0.00	\$0.00
Child Support	Child support	\$0.00	\$0.00	\$0.00	\$0.00
Garnishment	Garnishment	\$0.00	\$0.00	\$0.00	\$0.00
Charitable Contribution	Charitable Contribution	\$0.00	\$0.00	\$0.00	\$0.00
Other	Other	\$0.00	\$0.00	\$0.00	\$0.00

It will then calculate your estimated paychecks for the first three pay periods.

Total "Employee" Deductions	\$1,332.00	Total Deductions	\$624.90	\$348.18	\$489.60
Net Wages (Normal Monthly Paycheck)	\$1,668.00	Net Wages	\$1,020.26	\$1,036.44	\$895.02
Annual net wages	\$20,016.00		7/30/21 Paycheck	8/12/21 Paycheck	8/25/21 Paycheck

## IMMIGRATION

### Immigration

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



*Immigration and  
Affirmative Action  
Margaret Wheeler, JD*

## ROCK COUNTY CAMPUS

### Rock 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 during the academic year. Spring shuttle service ended April 15, 2021, but if you have questions, check out the shuttle [website](#) or [email](#).



If you have any questions for  
Tanja, her contact information is:

**Email:** [andersot@uww.edu](mailto:andersot@uww.edu)

**Phone:** 608-898-5039

*Your Warhawk Human Resources  
Rock County Campus Administrative Specialist  
Tanja Anderson*

## JUNE DATES



LGBTQ+ Pride Month  
Dairy Month

- June 3, 2021 World Bicycle Day
- June 4, 2021 National Donut Day
- June 5, 2021 National Trails Day
- June 6, 2021 WWII D-Day
- June 14, 2021 Flag Day
- June 19, 2021 Juneteenth
- June 20, 2021 Father's Day
- June 26, 2021 Forgiveness Day
- June 28, 2021 Paul Bunyan Day

<http://www.holidayinsights.com/moreholidays/june.htm>

### WW II D-Day Invasion



June 6 is the day D-Day is solemnly observed. It is on this day in 1944 that 156,000 Allied troops from the US, Canada, and Great Britain stormed five beaches of Normandy, France. It is the largest amphibious assault in world history. It was the turning point of the war. On this day, 4,000 Allied troops died on these beaches, 2,000 of whom were American.

For more information visit <https://en.normandie-tourisme.fr/discover/history/d-day-and-the-battle-of-normandy/main-phases/>

### June is Dairy Month



Living in Wisconsin, you probably already know that June is Dairy Month. Did you know that a multitude of activities take place in the month of June to highlight the accomplishments of our state's dairy farmers?

One of the fun things you and your family & friends can do is to have breakfast on the farm! Due to the uniqueness of the past year, they will again have drive-thru breakfast in 2021. Farm breakfasts are family-friendly, educational events that offer attendees various opportunities to enjoy delicious, home-cooked food with neighbors and friends and fresh Wisconsin-made dairy products while learning about farm animals, dairy farms and the hardworking families that keep them running. There are approximately 38 events in the state of Wisconsin with nearly half of them very close to the Whitewater area, including one in Rock County (Milton).

To find the map of these drive thru breakfasts and other events in the month of June visit

<https://wisconsindairy.org/Events>  
<https://wisconsindairy.org/national-dairy-month>



June 4, 5, 6, 2021



## JUNE DATES

### June is Pride Month

The month of June is observed nationally as Pride Month for the LGBTQ+ community. Pride Month honors the 1969 Stonewall uprising in New York City, which marked the beginning of the modern movement to outlaw discriminatory laws and practices against lesbian, gay, bisexual, transgender and queer or questioning (LGBTQ+) Americans.

**Events** - Despite PrideFest being cancelled again for 2021, Milwaukee has a variety of celebrations planned including moving billboards. To read more about those celebration events go to <https://www.fox6now.com/news/milwaukee-kicks-off-pride-month-celebrations>

**State Executive Order** - Gov. Evers started this year's Pride Month with raising the Rainbow Pride flag. Evers signed an executive order specifying that the Rainbow Pride flag will be raised over the State Capitol from noon on June 1 until sunset on June 30 and authorized other state buildings to fly the pride flag in June.

Additional information in this executive order included having Cabinet agencies use gender-neutral language and disallowing federal and state funding to go toward conversion therapy.

**UW Whitewater Pride Center** - UW Whitewater strives to provide a supportive community for LGBTQ+ community members. The PB Poorman Pride Center (a part of the Division of Equity, Diversity, Inclusion, and Support Programs) was established in 2008. The Pride Center aims to offer an open and welcoming space for all LGBTQ+ and ally students to relax, study, and socialize. The Center employs student leaders to support the development of LGBTQ+ life and programming on campus, and to encourage mentorship. The staff recognizes the range of diversity and multiple, intersecting identities that make up the LGBTQ+ community, and strive to apply this understanding to all aspects of outreach and collaboration.

" We must learn to live together as brothers, or perish as fools." - - Martin Luther King Jr.

To contact Pride Center staff, please email or call Dr. Stephanie Selvick at [selvicks@uww.edu](mailto:selvicks@uww.edu) or 262-472-7169. (Information listed about the Pride Center was found on their webpage located at <https://www.uww.edu/pride-center> )

For more information about Pride Month activities across the state , go to: <https://patch.com/wisconsin/madison-wi/gov-evers-starts-pride-month-lgbtq-flag-executive-orders>



### Juneteenth

June 19th symbolizes the end of slavery in the United States. President Lincoln issued the Emancipation Proclamation on September 22, 1862, however it wasn't until June 19, 1865 that all slaves were finally freed. That was when General Gordon Granger rode into Galveston, Texas with his troops and issued Order Number 3 which finally freed the last of the slaves.

The formal end of slavery was marked by the passing of the 13th amendment of the constitution. To read more about Juneteenth, go to <http://www.holidayinsights.com/other/juneteenth.htm>



## TALENT ACQUISITION & RECRUITMENT



### Title & Total Compensation

**To:** University Staff, Academic Staff, Limited Appointees

**Subject:** Title and Total Compensation Project Goes Live this Year!

The Title and Total Compensation (TTC) Project is resuming efforts to update our administrative title and pay structures. On November 7, 2021, your position will have an updated job title and range of pay\* as part of the TTC project.

UW System Human Resources staff will use April and May to re-engage managers on the project. [Employer-Manager Conversations](#) – meetings between employees and managers to discuss job title updates – will begin in June and wrap up by mid-September. Your department will contact you regarding the specific timing of these conversations after review of titles between now and early June.

After employee-manager conversations wrap up in September, you will receive a notification letter to confirm the updates to your title. There will also be a period for [title appeals](#), following the November formal notification of title change. More information will be in [Connect@UWSA](mailto:Connect@UWSA) about the UWSA process for title appeals closer to the fall.

#### Helpful links:

*Need a refresher?* Visit the [project website!](#)

*Not sure where to begin?* Some of your questions may be answered on the project's [Frequently Asked Questions page.](#)

Managers and supervisors, check out the [Employee-Manager Conversation Toolkit](#) email templates for setting up meetings with employees.

\*Pay ranges have not been fully established or disbursed at this time. Questions related to pay ranges will be addressed after employee-manager conversations. Pay and benefits will not change as part of this project.

For specific questions or concerns email your HR Liaisons/TTC project team: Amy Sexton [sextona@uww.edu](mailto:sextona@uww.edu), Abby Dunkleberger [dunklba@uww.edu](mailto:dunklba@uww.edu), or Victoria Johnson [johnsonv@uww.edu](mailto: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.

*Your Warhawk Human Resources  
Talent team:  
Amy Sexton, Victoria Johnson, Abby Dunkleberger*

## TITLE IX

### Mandatory Employee Training Updates

Employees have recently been notified about past due mandatory employee trainings. We need to have all employees in compliance with the mandatory trainings so we are following up to make sure everyone is on track. We have also had some expressed confusion about the trainings so we would like to clear that up here.

As an **employee** of the University of Wisconsin-Whitewater, you are required by UW System policy to receive training on three topics:

- **Title IX** (sexual harassment/sexual discrimination) - required training every 3 years
- **Information Security** (securing data and information technology) - required training annually
- **Mandated Reporter** (reporting of child abuse and neglect, Executive Order #54) - required training once within 30 days of employment

If you have questions, please contact me at either [titleix@uwv.edu](mailto:titleix@uwv.edu) or at x2143 and I am happy to look up your training status and assist in troubleshooting next steps.

Vicki Schreiber, PhD  
Title IX Coordinator

For your reference, here are the UWSystem policies applicable to the required trainings:

[Sexual Violence and Sexual Harassment Policy](#)

[Information Security Awareness Policy](#)

[Mandatory Reporting of Child Abuse and Neglect Policy \(Executive Order 54\)](#)

The Title IX Coordinator continues to work remotely during the summer but is available for on campus appointments upon request.

hello,  
JUNE

*It's been a while since  
I've seen you last...*



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

## WELLNESS

### WINGO

Attachments: Wingo "find a park/new hobby" - employee photo submissions!

We still have spots available for our annual WINGO card!  
 We encourage all staff members to sign up and benefit from the wellness activities and prizes. Please contact [Benefits@uww.edu](mailto:Benefits@uww.edu) to sign up. Complete your full card by Friday, November 5th to claim a Warhawk Wellness baseball cap!



### Employer Sponsored Activity: Friends of Wisconsin Explore Challenge

[Attachments: June Employer Sponsored Activity Pg 18](#)

The material attached is for the pre-approved employer sponsored activity listed in the newsletter for June. This month we are looking at getting outdoors and exploring our many beautiful state parks!

### Recognizing a Need for Support

[Attachments: Recognizing a Need for Support Pg 20](#)

We all face challenging moments in our lives from time to time, but are you concerned that a family member, friend, or coworker needs professional help? This guide provides a starting point on how to recognize symptoms of poor mental health.

### Balancing Your Wheel Workshop

[Attachments: Balancing your Wheel Workshop Flyer Pg 21](#)

The five domains of wellness presented by Angie Alesci is a workshop where you will “work” at making new decisions with opportunities to take **bold** actions as well as “shop” for new ideas that are a **good fit** for you and your lifestyle.



## 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>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>Stephanie Hartmann</b> <i>Benefits Specialist</i></p>	<p>Benefits, FMLA, campus Wellness contact resignations, and retirements</p>
<p><b>Kai Instefjord</b> <i>H.R. Assistant</i></p>	<p>Unemployment contact, 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>
<p><b>Margaret Wheeler, Esq. (MA, JD, LLM)</b> <i>Immigration Specialist &amp; AA Program Coordinator</i></p>	<p>Immigration and Affirmative Action</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)





You are subscribed to a topic for the Wisconsin Department of Employee Trust Funds. This information has recently been updated and is now available.

### [Webinars](#)

#### Live Webinars Scheduled for June 2021

ETF is offering a series of 30-minute, live, interactive webinars designed to increase your understanding of Wisconsin Retirement System benefits. Individuals can also ask questions at the end of these sessions. Visit our webinar page to learn more about any of the following sessions. Here is what others have said about our webinars:

*"My participation in the webinar was a first for me, and I just want to compliment you on how easy it was to connect, follow along, and provide questions or requests. Excellent job!"*

*"Thanks for having these valuable webinars. The professional but conversational style helped me to understand the presentation as easily as an "in office" meeting. Really appreciate that the presenter fully understands the subject. Wonderful job."*

#### JUNE WEBINARS

##### Annuity Options

When you get your retirement estimate, you'll see that there are many options for receiving your retirement benefit. You can choose to receive the payment for your life or extend it beyond your life to your loved ones. The choice is yours. We'll discuss how each option impacts the size of your payment and affects your loved ones. By the end of this presentation, you will be able to:

- Define and explain annuity, annuitant, beneficiary and named survivor.
- Compare the different annuity options.
- Find resources with more information.
- Identify the next steps for you to choose an annuity option.

Thu, June 3, 2021 11:00 a.m. - 11:30 a.m.

Wed, June 9, 2021 6:00 p.m. - 6:30 p.m.

Thu, June 24, 2021 1:00 p.m. - 1:30 p.m.

To register, go to: <https://attendee.gotowebinar.com/rt/1522473274882266639>

##### Buying Service

You may increase your retirement benefit by buying service if you have worked for:

- Other government employers.
- The WRS and taken a separation benefit.

We'll discuss:

- The types of service you can buy.
- How and when you can buy service.
- An online tool that lets you see how much buying service can increase your retirement benefit.

Fri, June 4, 2021 1:00 p.m. - 1:30 p.m.

Tue, June 8, 2021 11:00 a.m. - 11:30 a.m.

Mon, June 14, 2021 6:00 p.m. - 6:30 p.m.

To register, go to: <https://attendee.gotowebinar.com/rt/8479752946403782927>

### 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:

- When and how to change your retirement benefit payment option.
- When you'll receive tax information.
- What mailings you will receive.
- Why your monthly payment may change.
- Rules you must follow if you return to work for a position under the WRS.

Thu, June 10, 2021 1:00 p.m. – 1:30 p.m.

Wed, June 16, 2021 11:00 a.m. – 11:30 a.m.

Wed, June 30, 2021 6:00 p.m. – 6:30 p.m.

To register, go to: <https://attendee.gotowebinar.com/rt/9085128655494175247>

### Variable Fund

Does putting money in the Variable Fund make sense for you? You and your employer put money in to your WRS account to save for your future. The money in your account is then invested to increase your savings.

By default, your money goes into the Core Fund, but you can choose to put half your money into the Variable Fund.

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

- Define Variable Trust Fund and explain how it works.
- Analyze how the Variable Fund can affect your retirement benefit.
- Elect to join or cancel the Variable Fund.

Mon, June 7, 2021 11:00 a.m. – 11:30 a.m.

Thu, June 24, 2021 6:00 p.m. – 6:30 p.m.

Wed, June 30, 2021 1:00 p.m. – 1:30 p.m.

To register, go to: <https://attendee.gotowebinar.com/rt/8788898232738211855>

### Preparing for Your Retirement

Planning to retire in the next 1-10 years? Then this webinar is for you.

We'll discuss:

- The money you and your employer have put towards your retirement account.
- How your retirement account grows through investments.
- When you can retire.
- Options for receiving your retirement benefit
- Rules you must follow if you return to work after retiring.
- What happens to your account after you die.
- Changes to your health and life insurance in retirement.

Learn in a way that fits your schedule. Attend this presentation in a live webinar!

Thu, May 13, 2021 10:00 a.m. - 12:00 p.m.

Wed, May 26, 2021 6:30 p.m. - 8:30 p.m.

Fri, June 11, 2021 1:00 p.m. - 3:00 p.m.

Mon, Jun 21, 2021 6:30 p.m. - 8:30 p.m.

Wed, Jul 14, 2021 10:00 a.m. - 12:00 p.m.

Wed, Jul 28, 2021 6:30 p.m. - 8:30 p.m.

To register, go to: <https://attendee.gotowebinar.com/rt/2273159340156240144>

# Take the **FINANCIAL FITNESS CHALLENGE!**

**You're invited to take the Wisconsin Strong Financial Fitness Challenge with free access to the online Checkup and Academy.**

You'll get a personalized playlist of courses on topics such as debt management, budgeting, investments, estate and retirement planning. In just 15 minutes, you could be on your way to building a strong financial future.

**READY, SET, GO**

Start with a quick Financial Fitness Checkup. Then gain free access to 100s of interactive courses for a limited time (a \$1,000 value).

**CHALLENGE ON**

Your goal is to complete and pass at least 5 courses with a score of 70% or higher. Can you improve your financial fitness score? Earn points and certificates of completion. It's easy, convenient, and anonymous.



#WIStrongSecurity

**WISTRONG**  
YOUR FINANCIAL SECURITY™

Take the challenge now, go to  
[financialfitnessgroup.com/wi-strong](https://financialfitnessgroup.com/wi-strong)



ET-7119 (REV 3/8/2021)



**June's Employer Sponsored Activity: Friends of Wisconsin State Parks Explore Challenge**

This month's challenge is encouraging everyone to get out and explore our wonderful state parks. The Friends of Wisconsin State Parks have developed a fun event that will challenge visitors to explore the Wisconsin properties in new and fun ways to increase healthy habits, connect with family and friends, and help serve the community.

There are several activities to choose from like hiking, camping, fishing, paddling, photography, and volunteering to help clean the parks. Please go to the site to see all the challenges listed (link below under resources). There is no fee associated with the challenge except for a vehicle admission sticker. Plan to complete it with family members, friends, coworkers or just some alone time outdoors.

The challenge has started and runs through September 22, 2021. Participants need to complete at least one of the challenges in order to get credit for the Employ Sponsored Activity. Register on the site and download the logbook. When you complete a challenge, log it and email a picture of the logbook to [Benefits@uww.edu](mailto:Benefits@uww.edu).

Resources:

<https://sites.google.com/view/wisconsin-friends->

<https://www.webmd.com/balance/ss/slideshow-health-benefits-nature>



## Meet with a financial consultant at University of Wisconsin System in a Virtual Counseling Session

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 will be available these dates and times for one-on-one sessions.

Date	Time	Location
Tuesday, June 8, 2021	9:00 a.m. - 4:00 p.m.	Virtual Meeting
Wednesday, June 9, 2021	9:00 a.m. - 4:00 p.m.	Virtual Meeting
Thursday, June 17, 2021	8:00 a.m. - 4:30 p.m.	Virtual Meeting
Thursday, June 24, 2021	9:00 a.m. - 4:00 p.m.	Virtual Meeting
Friday, June 25, 2021	9:00 a.m. - 4:00 p.m.	Virtual Meeting
Thursday, July 8, 2021	9:00 a.m. - 4:00 p.m.	Virtual Meeting
Tuesday, July 13, 2021	9:00 a.m. - 4:00 p.m.	Virtual Meeting
Wednesday, July 21, 2021	9:00 a.m. - 4:00 p.m.	Virtual Meeting
Thursday, July 22, 2021	9:00 a.m. - 4:00 p.m.	Virtual Meeting
Wednesday, July 28, 2021	9:00 a.m. - 4:00 p.m.	Virtual Meeting



**RSVP today, as space is limited. Register for sessions at [www.TIAA.org/schedulenow](http://www.TIAA.org/schedulenow) or by calling 800-732-8353, weekdays, 8 a.m. to 8 p.m. (ET). We look forward to working with you.**

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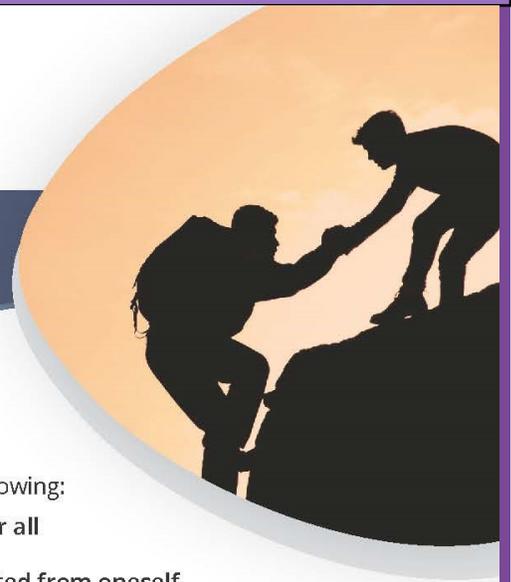
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## Recognizing a Need for Support

We all face challenging moments in our lives from time to time, but are you concerned that a family member, friend, or coworker needs professional help?

If someone you care about is struggling, you may have noticed some of the following:

- Extreme sleep or appetite changes
- Decreased interest in personal care
- Extreme mood changes, including lows and highs
- Withdrawal from social or once preferred activities
- Decrease in performance at work, school, sports and normal tasks
- Decreased concentration, memory, thought and speech is hard to follow
- Increased sensitivity to sights, sounds, smell and touch
- General apathy for all activities
- Feeling disconnected from oneself or one's surrounding
- Odd or illogical thinking about personal abilities or influence
- Fear or nervousness of others or strong nervous feelings
- Peculiar behavior
- Substance abuse
- Ongoing physical ailments

Someone who is experiencing any of these symptoms needs to be seen by a physician or mental health professional. To start a supportive conversation, you can ask questions like: I've been worried about you, can we talk?; I'm someone who cares and wants to listen – would you want to talk to me?; It seems like you're having a hard time – can I help?

How to offer support:

- Reserve judgement and accusations and just listen
- Find out if the person is getting the care that they need and if not, offer to help connect them
- Express your concern and support; that you are there and care
- Remind them there is help available and whatever the problem, it can be treated
- When the topic of mental health comes up, ask questions, listen to ideas, and be responsive
- Help reinforce their strengths, skills, and accomplishments
- Offer to help with everyday tasks
- Include them in your plans
- Offer to take them to an evaluation, appointment or support group
- Never ignore comments about suicide. If this comes up, ask the person if they have thought about harming themselves or others. If they have, are they thinking of this now? If yes, they need immediate help (call 911), especially if they will not let you monitor them or come up with a plan for safety.

Source: American Psychiatric Association ([www.apa.org](http://www.apa.org)), National Alliance on Mental Illness ([www.nami.org](http://www.nami.org)), [MentalHealth.gov](http://MentalHealth.gov)



**YOUR EMPLOYEE ASSISTANCE PROGRAM**  
For additional assistance, call Kepro, your free and confidential Employee Assistance Program.



**TOLL-FREE:**  
1.833.539.7285

**WEBSITE:**  
<https://sowi.mylifeexpert.com>

**CODE:**  
SOWI

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## ***Balancing Your Wheel Workshop***

June 23, 2021, 12:30pm – 2:00pm (via Webex)



*The five domains of wellness* presented by Angie Alesci is a workshop where you will “work” at making new decisions with opportunities to take **bold** actions as well as “shop” for new ideas that are a **good fit** for you and your lifestyle.

We will briefly explore five domains of wellness. Namely, physical, psychological, emotional, workplace and spiritual self-care. There will be opportunities to journal and create your personal self-care plan. The workshop will conclude with an opportunity for respite.

Please plan on joining us for this second in a series of three workshops created for your *wellness*.

### **Register Here:**

<https://www.signupgenius.com/go/10C0C44ACAA2BAAFFFC07-balancing>