

WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Greetings fellow Warhawks! Summer is here and I hope you all find time to enjoy family and friends and take some time to relax and rejuvenate. Please take a moment to review this month's newsletter and follow the links for more information. Make sure you check out the recipe of the month to celebrate Father's Day!

Get your teams together for the Warhawks in Motion challenge! Register your team and join us as the Chancellor kicks us off on **June 13th at 12:00pm** near the Campus Food Trailer. Let's get moving and break some records! More information can be found on page 3.

Please remember that performance reviews are due **June 30, 2023**. Please send your completed reviews to performance@uww.edu.

Check out our employee spotlight, June addition, and see what one of our student employees had to say as he graduated.

As I reflect on this past academic year I am overwhelmed at how much we have accomplished together and would like to express my appreciation to the entire Human Resources team for their hard work and dedication. The cooperation, collaboration and sharing of ideas that happens in our office is outstanding. I hear it happening from my office and it makes me smile. I am honored to work with such a great team of professionals.

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](#). Thank you for your time!

Connie Putland
Chief Human Resources Officer
Human Resources



June 2023 (v.6.0)

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It seems
impossible until
it's done!

¡Parece
imposible hasta
que se hace!



FROM THE FRONT OFFICE

JUNE: Cancer Survivors/Alzheimer's & Brain Awareness/Pride Month

- 6/6 D-Day
- 6/8 TIAA on campus
- 6/14 Flag Day
- 6/18  Father's Day
- 6/19  Juneteenth
- 6/21 Beginning of Summer
- 6/22 **Getting to know your EAP** Presentation
- 6/30 Show Your College Pride Day at Summerfest



June is Alzheimer's & Brain Awareness Month



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@uw.edu to schedule an appointment.



Employee Spotlight June Edition: Ramon Rocha, HR Coordinator.

We would like to recognize Ramon's dedication to the HR department. He always goes the extra mile to make sure everyone gets the best service in a timely manner. In addition, he is a mentor to all the student workers in HR. He is very welcoming to his student employees:

"Ramon is humble, hardworking, and has become my away-from-home father. He has been there for me through all four years as a mentor, as a boss, and as a dear friend. Thank you for everything Ramon, I can never thank you enough." - Alec Nitkowski, former HR student worker.

Join [UW-Whitewater at Summerfest](#) for "Show Your **CollegePrideDay**" Fri, June 30, 2023. Wear your UW-Whitewater/Warhawks shirt or hat to Summerfest and get **FREE admission** between 12:00pm - 3:00pm. *Watch for upcoming details on a complimentary bus from campus by visiting the link above.

TITLE IX

New Title IX Regulations Now 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.

Proposed Change to Title IX Regulations on Students' Eligibility for Athletic Teams

On May 15, 2023, President Jay Rothman submitted on behalf of the UW System schools comments to the proposed rules for Title IX and Athletics. Once the final rule is completed and posted, we will share more information regarding these changes.

"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

!Don't Forget!

[Review/Update your Personal Information](#) to make sure all information is up to date.

!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.

\$150 Well Wisconsin Incentive is a taxable fringe benefit

- You will see withholdings for all incentives issued in the current calendar year reflected on your May, August, or December earnings statement and listed as Tax Fr - Health/Wellness. This will include incentives issued to your spouse, if applicable.
 - Withholding may include 7.65% for Social Security and Medicare and may include federal and state tax, depending on the number of exemptions you claimed on your W-4. If you have already met your Social Security Tax maximum, you may only have Medicare Tax withheld.
 - Federal regulations require the UW System to receive financial data regarding incentives issued to you and your spouse. Your health information is protected by federal privacy regulations and is not shared with the UW System.
- Please direct any questions to ServiceOperations@uwss.wisconsin.edu

TIAA on campus

Thurs, June 8, 2023 9:00am - 4:00pm in UC127

Register for a one on one financial counseling session with a financial advisor by calling 800-732-8353 or online at www.TIAA.org/schedulenow

Employee Assistance Program (EAP)

EAP Presentation: Getting to know your EAP Presented by Kelly Rissky, Account Manager for the State of WI/UW System

Thurs, June 22, 2023 2:00pm - 3:00pm

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



WINGO

Has kicked off as of April 1st and will run through November 1st. If you did not get your card at the Wellness Fair it is not too late to start!

Please email worksitewellness@uww.edu to request a card.

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

- Join us June 13th on the mall near the Campus Food Trailer at 12:00pm to kick off Warhawks in Motion by walking/rolling with the Chancellor!
- We will have a table at the Campus Food Trailer on June 13th if you would like to register your team or sign up by emailing worksitewellness@uww.edu.
- Participation in this event counts as an Employer Sponsored Activity toward the \$150 Wellness Incentive.

LIVE recording of Well Wisconsin Radio – June 27, 2023 outside Roberta's Art Gallery

- A representative from the Well Wisconsin Program will be talking with Logan Edwards PhD, Associate Professor in the Department of Kinesiology and Jen Kaina, MA, Assistant Director for Fitness and Aquatics with Rec Sports about Managing Anxiety with Exercise and Active Living.
- A representative from the Well Wisconsin Program will be at a table during the recording of the Well Wisconsin Radio episode starting at 10:30am and Campus Food Trailer until 1:30pm to answer any questions and provide assistance to employees to receive the \$150 Wellness Incentive.
- Attending the recording counts as an Employer Sponsored Activity toward the \$150 Wellness Incentive.

Take care of your physical, emotional, and financial well-being by increasing your well-being knowledge through webinars. 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!



Check out this month's featured recipe: [A delicious marinade](#)



PAYROLL

DID YOU KNOW? Faculty, Academic Staff and Limited Appointments working year round and earning leave (12 month contracts), have two floating holidays this fiscal year (7-1-22 to 6-30-23). In the Fiscal Year 22-23 [Legal Holiday calendar](#), December 24, 2022 and December 31, 2022, were Floating Holidays. If you look at your leave balances in the Portal and see greater than 8 (or prorated based on your FTE hours of Legal Holiday remaining (hours needed for Memorial Day Holiday, Monday, May 29, 2023, this means you have not used your Floating Holidays. These days must be used before June 30, 2023, or they would be forfeit as of July 1, 2023, when new banks of leave are granted. **This does not apply to University Staff or Faculty, Academic Staff, and Limited Appointments that work on an academic year (9 month contracts).** If you have further questions about your leave usage or how to record time, please refer to the [System help page](#) on Time and Absence or contact payroll@uwss.wisconsin.edu

DID YOU KNOW? Your W-2 and other tax statements are available online for all active employees in the [MyUW portal](#). 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 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? 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 or on campus at 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

IMMIGRATION

USCIS has updated the following important green card forms

Please go to:

<http://uscis.gov/Form I-485, Application to Register Permanent Residence or Adjust Status>

[Form I-485 Supplement J, Confirmation of Bona Fide Job Offer or Request for Job Portability Under INA Section 204\(j\)](#)



Margaret Wheeler

wheelerm@uww.edu

*If you are an international faculty member, Margaret Wheeler can meet with you in regard to the processing of these forms if you'd like.

TRAINING AND PROFESSIONAL DEVELOPMENT

ATP/Workday Update(s)

The [Time & Absence recording](#) is now available for all UW faculty and staff to view with a UW login. Access to the presentation slides and list of Workday terms can be found here as well. Please know that while the session focuses on University and Academic Staff the information presented applies to anyone who is time off eligible and required to enter time.

The next session is June 8 from 3:00 - 4:00 pm and will focus on Learning Management. During the session you will be introduced to Workday Learning, the learning management system that will support your career development. See how you'll save time finding relevant opportunities for current and future goals. Please join a group in person in Hyer Hall 322, or click this link if you would like to join: Zoom Webinar <https://uwmadison.zoom.us/j/96729165841> (no passcode).

Training & Workshop Opportunities

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

- Monthly introductory new hire campus orientation is **June 19**.
- A new quarterly new hire orientation session will start **June 29**. This quarterly session will include various speakers to provide new employees with more information about available UWW resources, and more information to help build the foundation for a successful career here at UWW. A mini-campus tour will be included with this orientation, weather permitting. Please request any accommodations to attend this event by June 16.



Gina Elmore

elmorg@uww.edu

Contact Gina for any training and professional development support. This includes customized trainings and workshops to meet you and your department needs, re-evaluating current processes, creating/updating on-boarding processes, cross training analysis and implementation, etc.

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 than \$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

TALENT ACQUISITION

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.

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 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 & Diversity webpage.

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

