



University of Wisconsin
Whitewater

Human Resources
and Diversity

OFFICE OF HUMAN RESOURCES & DIVERSITY

NEWS & NOTES

MARCH 2022 (V.4.9)

DIVISION OF ADMINISTRATIVE AFFAIRS

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HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes *March 2022* edition. March celebrates Women's History Month and Irish American Heritage Month. March is also known as the month where Winter officially ends and Spring begins. We lose an hour of sleep, but gain sunnier and (hopefully) warmer days.

This newsletter includes information about Mandatory Employee Training, Change Requests for Banking and Contact Information, a Call for Nominations for the 2022 University Staff Excellence Award, and much, much more. You can follow the links to any topic in which you seek additional information. As always, the index to the left on this page links to the various pages and topics highlighted in this edition.

If you have questions about any of our subject areas, please refer to this or past editions of the newsletter. If you would like to read previous versions, please go to our [News & Notes webpage](#).

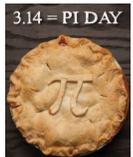
As always, thank you for taking the time to read this newsletter!

Best,

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



Women's History Month
Irish American Heritage Month



"March 4th, the only day that is also a sentence."

- John Green

- | | | | |
|----------|--|---------------------|------------------------------|
| March 1 | Mardi Gras/Fat Tuesday
Pączki Day
World Compliment Day | March 12 | Girl Scouts Day |
| March 2 | Ash Wednesday | March 13 | Daylight Saving begins |
| March 3 | Caregiver Appreciation Day | March 14 | National Pi Day |
| March 4 | Employee Appreciation Day | March 16 | Freedom of Information Day |
| March 8 | International Women's Day | March 17 | St. Patrick's Day |
| March 10 | Popcorn Lovers Day | March 20 | First Day of Spring |
| | | March 26 | Make Up Your Own Holiday Day |
| | | March 18 (9pm) - 27 | Spring Break!!! |

Hyer Hall 330

Phone: 262-472-1024
 Fax: 262-472-5668

hr@uwv.edu

Office Hours:

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

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

Spotlight of the Month



March is Women's History Month

The Library of Congress, National Archives and Records Administration, National Endowment for the Humanities, National Gallery of Art, National Park Service, Smithsonian Institution and United States Holocaust Memorial Museum join in commemorating and encouraging the study, observance and celebration of the vital role of women in American history. Women's History Month is a celebration of women's contributions to history, culture and society and has been observed annually in the month of March in the United States since 1987. Women's History Month 2022 will take place from Tuesday, March 1-Thursday, March 31, 2022.

The actual celebration of [Women's History Month](#) grew out of a weeklong celebration of women's contributions to culture, history and society organized by the school district of Sonoma, [California](#), in 1978. Presentations were given at dozens of schools, hundreds of students participated in a "Real Woman" essay contest and a parade was held in downtown Santa Rosa.

A few years later, the idea had caught on within communities, school districts and organizations across the country. In 1980, President [Jimmy Carter](#) issued the first presidential proclamation declaring the week of March 8 as National [Women's History Week](#). The U.S. Congress followed suit the next year, passing a resolution establishing a national celebration. Six years later, the National Women's History Project successfully petitioned Congress to expand the event to the entire month of March.

For a list of Women's History Month activities in the state of Wisconsin, go to [HERE](#).

<https://www.history.com/topics/holidays/womens-history-month>





\$150 Well Wisconsin Incentive

Well Wisconsin allows you and your spouse (if enrolled in the State Group Health Insurance Program) to each earn an annual \$150 incentive. To earn this incentive, you and your spouse must each complete a health assessment, health check activity, and one well-being activity. Employees can complete all three requirements anytime between now and **October 14th, 2022** to earn this incentive! To get started with the Well Wisconsin Program, you must login or register on the [WebMD ONE website](#) (code: SOWI) or download the *Wellness At Your Side* mobile app through the App Store or on Google Play (code: SOWI).

To learn more, visit: <https://www.uww.edu/worksitewellness/hra>

Well-Being Activities

Kindness Calendar

Looking for a way to help spread kindness on campus? Email benefits@uww.edu to receive a free kindness calendar! The calendars contain ideas for various ways to help spread kindness to both others and yourself. The calendars are first come, first served as supplies last. Completing 21 acts of kindness from the calendar counts towards the \$150 Well Wisconsin incentive.

Well Wisconsin Radio

To live well, it is important to take care of yourself – physically, emotionally, and financially. One of the ways you can do that is by increasing your knowledge about various aspects of your well-being.

The link below takes you to a selection of upcoming webinars available to help keep your well-being on track! Check back regularly as webinars are added as they become available.

[Click here to see a list of upcoming radio sessions](#)

ETF (Employee Trust Fund) Webinars on retirement/annuity options/WRS and more!

[Click here to see a list of upcoming ETF webinars](#)

Beneficiaries

Beginning March 1, 2022, Securian Financial will begin management of beneficiaries for the Individual & Family Life Insurance plan. With this change, you will be able to name your beneficiary online instead of sending in a paper form to UW System Human Resources.

Take action to name a beneficiary online.

Simply log into Securian's secure website and follow the instructions. Watch for an email from Securian in early March with details on how to name your beneficiary online. Current beneficiary designations will not be valid after **May 1, 2022**.

This change does not affect any other life insurance plan you might be enrolled in through the UW System.

Questions?

Review the [Beneficiary Information web page](#) for more information on beneficiary designations.

Your Warhawk Benefits & Wellness Team

Stephanie Hartmann, HR Manager - Benefits/Wellness/FMLA
Grace Jezuit, Student Benefits Assistant



★ Front Desk and General Office Information ★

Supervisor Tips for Having Difficult Conversations

As a Supervisor, it is inevitable that you will need to have a difficult conversation with an employee. While this may be uncomfortable, they are necessary and critical to your role.

Effectively carrying out a hard conversation in a one-on-one meeting contributes to the continuous development of your employees and your team. Having difficult conversations will always be a challenge, but these tips can help make it a bit easier.



1. Set talking points ahead of time.

Being prepared for the conversation is important. Put together an agenda or topics that you would like to discuss. When setting up the meeting provide this to the employee. This will give you both time to prepare for the conversation.

2. Make sure to focus on the facts and not feelings.

Difficult conversations can become emotional for both parties. Make sure you write down your talking points to keep you on track. In your notes, make sure you have examples of the behavior or action that you are discussing. This can help the conversation stay on track.

3. Create an environment of honesty and trust.

Regular one on one meetings is essential to developing a sense of trust and mutual respect with employees. Having a routine of exchanging feedback builds a positive relationship and makes the difficult conversations easier. When you do have to have a tough conversation, be sure to ask questions to show that you are open to hearing both sides of the situation.

4. Seek to understand.

Conflicts are most often the result of misunderstanding or miscommunication. Make sure you allow the employee to provide you with their perspective before you come to a conclusion about the situation. There is often more to the story than you have been told. You don't have to agree with an employee's point of view to allow them to feel heard.

5. Find a solution together

Before you end the meeting, set clear action items. This is especially important when the topic of the meeting is a disagreement between colleagues, unmet expectations, or a mistake. You may both have an idea of action items to move forward, but take the time to discuss them and decide on the path forward together. It is important to note that a successful conversation means finding the most productive solution, not being right or proving someone wrong. The most important part of setting action items is following up. This can be as simple as an e-mail the next day summarizing your conversation and what you agreed upon.

Some situations require more formal action and response. For assistance please contact Connie Putland at putlandc@uww.edu or 262-472-1409

Source: *Nora St. Aubin, officevibe.com difficult-conversations-at-work*

✦ Front Desk and General Office Information ✦

University Staff Excellence Awards - Call for Nominations

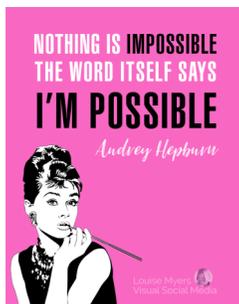
Nominations are **now** being accepted for the **2022 University Staff Excellence Award**. The purpose of this award is to recognize members of UW-Whitewater's University Staff for their hard work, dedication, and involvement on campus. The University Staff Council Employee Recognition Committee will review the nominations submitted and select two recipients. Deadline to submit a nomination is **March 11, 2022**. (Note: this timeline is a correction from an earlier announcement.)

[Click here to submit your nomination.](#)

University Staff (US) members are generally hourly employees. If you are not sure if the person you would like to nominate is US, please contact Human Resources & Diversity at x1024 or send an email to hr@uww.edu. More information about the University Staff Council and the University Staff Excellence Award can be found at <https://www.uww.edu/usc/awards-and-recognition>.

Thank you for taking the time to recognize the hard work and dedication of your nominee. If you have any questions, please contact us at usc@uww.edu.

University Staff Council Employee Recognition Committee



Your Warhawk Human Resources Deputy Chief Human Resources Officer

Connie Putland

Human Resources & Diversity Office is open regular hours but due to some staff continuing to work remotely, we request that visitors please call ahead to schedule an appointment.
262.472.1024



Your Warhawk
HR Coordinator, HR Generalist, HR Manager, and HR Assistant
Ramon Rocha, Sr., DJ Judah, Kai Instefjord, and Elizabeth Carreon

✦ Front Desk and General Office Information ✦

Mandatory Employee Online Training - New Email Address

In an effort to better support our campus community with questions related to the mandatory employee online training, we have created a new email address. You can send any questions, concerns, or requests regarding the mandatory employee training to mandatorytraining@uwv.edu.

Employees are required to complete three different online training modules as a condition of employment. Those trainings are:

- **Information Security** (securing data and information technology) - this training is required annually
- **Mandated Reporter** (reporting of child abuse and neglect, Executive Order #54) - this training is required only once during your time at UWW. This is different than the Title IX training.
- **Sexual Harassment (Title IX)** - this training is required once every three years

All three of these trainings can be found in my.wisconsin.edu portal under "Mandatory Training," (see below for image screenshot.)

As a reminder, if there is an employee who no longer works in your area, particularly student employees, make sure you have completed the appropriate termination paperwork in the employment tool so they can come off your list.

Reminder: Training is mandatory, therefore expectation is 100% completion. Employees have 30 days from notification to complete the training. Training that is incomplete past the 30 days is considered overdue, which may result in notification of the employee's supervisor. Incomplete Information Security Training may also result in disconnection of technology access until the training is complete.



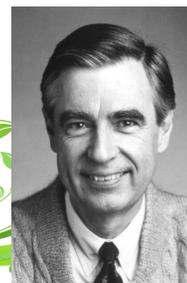
Employee Assistance Program

The Employee Assistance Program by Kepro is a **free, confidential** program available to you and the family members living in your household. You can contact Kepro for assistance with:

- **Emotional Situations:** relationships, parenting, grieving
- **Work/Life Challenges:** child care, elder care, adoption
- **Legal and Financial Circumstances:** managing expenses or debt, preparation of simple wills, child custody or child support



You may contact Kepro by calling **833-539-7285** or online at



"When I was a boy and I would see scary things in the news, my mother would say to me,

'Look for the helpers. You will always find people who are helping.'

To this day, especially in times of 'disaster,' I remember my mother's words and I am always comforted by realizing that there are still so many helpers—so many caring people in this world."

~Fred Rogers





Hiring an International Employee

Some departments don't understand which questions are legal or how to proceed. The best answers to all of these questions are in the form of Q and As on the Dept of Justice website.

International Hiring—Important questions and answers: <https://www.justice.gov/crt/frequently-asked-questions-faqs>

AILA Practice Alert

The Employment Authorization Documents (EAD) and Advanced Parole (AP) used to be sent to the recipient in one card that looked like a driver's license. Now USCIS seems to be separating these out due to their lengthy processing times. So now the recipient might receive a card for just the EAD and then a card for the AP.

American Immigration Lawyers Association (AILA); US Citizenship and Immigration Services (USCIS - formerly known as the INS) <https://www.uscis.gov>

USCIS Decoupling Adjudication of EADs and Advance Paroles to Expedite EAD Issuance

Dated February 24, 2022

Over the last several days, AILA has received numerous reports from members that they are receiving approved EADs that do not include AP travel authorization, even though the applicant had requested both benefits. When an applicant requested both an EAD and advance parole, USCIS had previously been issuing “combination cards” that included both employment and travel authorization in one document.

AILA has been advised by USCIS that the processing change is intentional as the agency is working through the EAD backlog and is prioritizing EAD adjudication as it seeks to avoid applicants experiencing a lapse or prolonged lapse in employment authorization. At present, there is no additional information available on the scope or duration of this procedural change.

AILA will reach out to USCIS to obtain more information about current EAD and advance parole adjudication procedures and provide updates as soon as they are available. Please note that even though an AP and EAD maybe adjudicated and issued together, USCIS is not obligated to do so.

Special thanks to Richard L. Landoli, Esq. and his firm for their information and explanation regarding this issue.

Immigration/Affirmative Action Services

Margaret Wheeler, our *Immigration and Affirmative Action Specialist*, can be reached at her office in the Community Engagement Center, Room 123. Margaret offers workshops and one-on-one assistance, remote or in-person, regarding EB-1 cases, EB-3 cases, form I-485 and supporting documents. Currently, she works with UW-Whitewater student interns, training them in the practice of immigration law as they fulfill their legal studies' requirements.

If you are an international faculty member and have any new information or documentation related to your immigration situation, please contact Margaret Wheeler. This includes: a new work permit, green card approval, marriage, birth of a child, and any situation for which an immigration update or change could be necessary.

Contact Information:

wheelerm@uww.edu;
262-472-1494



International Employment & Immigration Specialist

Margaret Wheeler, JD

Payroll

Access to Your W2

There have been a few questions from campus regarding access to W2. A few have said that the link provided in the system email is not working for them. I am providing the attached directions for those of you who need assistance accessing the form and prefer the visual guidance.

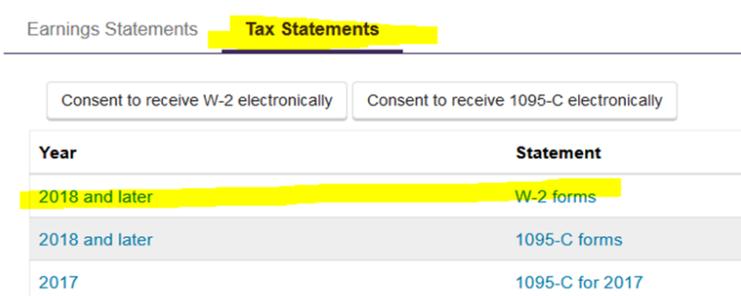
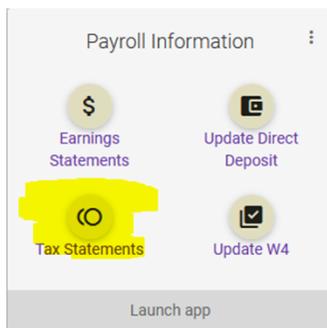
If you have questions outside the scope of just accessing the W2, such as “how is a W2 calculated”, etc. please go to the following site for additional help:

<https://uwservice.wisconsin.edu/help/payroll/#tax-help> .

If further information is needed please go to our Shared Services payroll Service Delivery team at

payroll@uwss.wisconsin.edu

You can print your W2 directly from your Portal. After signing in choose:



View W-2/W-2c Forms

Tax Year

University of Wisconsin System

Tax Form	Issue Date	Year End Form
W-2	01/18/2022	<input type="button" value="View Form"/>

Once you choose **View Form**, a pdf should appear. You can print or save from the pdf.

If this does not work for you, please send a request for further assistance or to receive a copy at your home address, to our payroll Shared Services partners at payroll@uwss.wisconsin.edu .





Summer Prepay

What are summer prepay deductions?

- Summer prepays allow eligible employees to maintain insurance coverage for the months of July, August, and September
- Biweekly prepays will be deducted from the following paychecks: 3A -March 24, 3B- April 7, April 21, May 5, May 19, June 2, 2022

Who is eligible? (Must meet all four)

- Must be Benefits eligible and enrolled;
- Faculty, Academic Staff, Limited Appointees, Student Assistants, Employees-in-Training;
- On an Academic Year contract (C-basis), (select Annual contracts (A-basis) eligible); and
- Expected to return in the fall OR are working a Summer Service/Summer Session appointment with no expectation to return in the fall (coverage through end of employment)

Summer Prepays taken for:

- State Group Health Insurance*
- Dental Insurance
- Vision Insurance
- State Group Life Insurance
- Individual & Family Life Insurance
- UW Employees, Inc. Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Accident Insurance
- Income Continuation Insurance (ICI)**



Summer Prepay **not** taken for:

- Flexible Spending Accounts (FSA)
- Health Savings Accounts (HSA)***
- Parking & Transit Accounts
- UW 403(b) Supplemental Retirement Plan (SRP)
- Wisconsin Deferred Compensation (WDC) 457

* Health Opt-Out will continue to be paid through the summer

** CI prepay premiums will not be deducted in March. Two ICI prepay premiums will be deducted in April and one deducted in May

*** Health Savings Account (HSA) employer contribution will continue through the summer

For additional information, please see:

<https://www.wisconsin.edu/ohrwd/benefits/summer-prepay-deductions/>

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

Steve Marshall

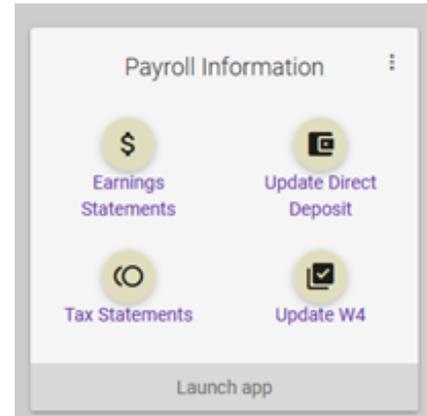




Employee Self-Service Updates

Direct Deposit Self-Service Update

UW-Whitewater has implemented Multi-Factor Authentication (MFA). Great news! Effective immediately, all employees will be able to add or update their own direct deposit. Paper forms will no longer be accepted in the HR&D office for processing, which enhances protection for both the employee and campus. Here are directions to help you [add or update your direct deposit](#). There is also a [video](#) to help you with the process if you would like to view it.



W4 Self-Service Update

In addition to the direct deposit, you can now also change or update your own W4! Here are [directions to help you update your own W4](#). Again, paper documents will no longer be accepted.

These two enhancements will minimize the additional phone calls for authentication and verification, previously necessary to prevent identity theft - great job to all those who have assisted with this project!

The 1C Paycheck

Friendly reminder for formerly monthly paid employees who transitioned to bi-weekly payroll. The 1C paycheck, paid 2-10-22, did not have benefit deductions. Benefit deductions are only taken on the "A" and "B" payrolls. The next time this will happen will be the **8/11/22** paycheck for hours worked 7/17/22 to 7/30/22.

From the single pay site...<https://uwservice.wisconsin.edu/single-payroll>. Under the FAQ for benefits:

Impact on Benefits

How will benefit deductions be affected by the monthly to biweekly transition?

Most deductions for benefits will be divided evenly between the first two pay periods of each month. Some examples of benefits deductions include: Health Insurance, Dental Insurance, Vision Insurance, Life Insurance

In months when there are three pay periods, benefits deductions will not be taken from that pay period with the exception of Wisconsin Retirement System, Tax Sheltered Annuity 403(b) and Wisconsin Deferred Compensation 457 contributions.

For those who were on a monthly payroll and moved to the bi-weekly payroll, questions regarding earnings statements or leave reporting (academic year or summer reporting) please contact our [Shared Services Payroll](#) partners. If you have questions about funding or how a payment is/was/will be paid to you, please email: [Payroll Support](#)

For questions regarding processing the hourly paid [bi-weekly payroll](#) (timesheet entry and approval, exceptions, etc.) please contact our [Shared Services Payroll](#) partners.

★ Rock County Campus ★

Dean/Assistant Vice Chancellor for the College of Integrated Studies Finalists Named

Provost John Chenoweth announced four finalists for the position of Dean and Assistant Vice Chancellor for the College of Integrated Studies at UW-Whitewater. Select the following link for information on the candidates and their visits to the university:

<https://www.uww.edu/dean-cois-search>

Handshake at Rock Campus

The Rock County campus continues to use Handshake for Spring 2022 student employment opportunities!



Handshake is UW-Whitewater's career management system & online job board. You'll find all of the following on Handshake:

- **Job & Internship Postings:** Search for on-campus and off-campus student jobs, internships, and full-time jobs requiring bachelor or master degrees.
- **Career Fairs:** View information about upcoming career fairs, including employer participant lists and available opportunities
- **Career Events:** Find out about upcoming networking events and career-related workshops
- **Employer Database:** Search for employers by location & industry to network, find potential opportunities, and view company reviews

For more information on Handshake, visit the [Career & Leadership Development page here](#) or follow the above icon to the handshake login.

Shuttle Service to Rock County

UW-Whitewater's Rock County campus is located on Janesville's southwest side. A [free shuttle](#) links the campus to UW-Whitewater's main campus and the Van Galder JTS bus stop in Janesville during the academic year. The Warhawk Shuttle service for the Spring 2022 semester will run from January 18 - May 13, 2022. There is no service on days where regular semester classes are not in session including any legal holidays observed by UW System. This means there is NO shuttle service March 21– 24, 2022 during Spring Break. All current faculty, staff, and students are eligible to ride the Warhawk Shuttle. Questions or comments regarding shuttle service should be directed to the [website](#) or [email](#).



Your Warhawk Human
Resources Rock County
Administrative Specialist

Tanja Anderson



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

Email: andersot@uww.edu

Phone: 608-898-5039

✦ Talent Acquisition & Recruitment ✦

Best Practices!

When creating Change of Status, please remember that “dates matter” – using the correct begin and end dates for work being done whether during the semester, academic year, or a different timeframe will matter when it comes to ensuring the employee is paid correctly and ensuring it is allocated appropriately according to policy. The calendars for academic year and semester dates are found on the COS landing page.

Please make it a best practice to regularly check & approve your Change of Status, Recruitment Approval and Rehire applications inboxes. You can find those inboxes at the below links. You also will receive a “noreply@uww.edu” email when an approval is needed from you.

COS: <http://www.uww.edu/adminaffairs/hr/change-of-status>

Recruitment Approval: <https://my.uww.edu/recruitmentapproval>

Rehire: <http://www.uww.edu/adminaffairs/hr/rehire>

If you have difficulty with any of the online applications, please contact the helpdesk for assistance. If you need access or wish to have training or other non-technical assistance, please contact your Human Resources Talent team.



If you have any questions, please reach out to one of your Human Resources TTC subject matter experts

Amy Sexton, Human Resources Associate Director

Email: sextona@uww.edu

Abby Dunkleberger, Human Resources Partner

Email: dunkleba@uww.edu



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.

★ Title IX ★

Title IX - What It Is

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

Studies show that 1 out of 5 college women will be the victim of a sexual assault.

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.

Scope of Title IX

Title IX applies to schools, local and state educational agencies, and other institutions that receive federal financial assistance from the Department. These recipients include approximately 17,600 local school districts, over 5,000 postsecondary institutions, and charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories of the United States.

Institutions must operate its education program or activity in a nondiscriminatory manner free of discrimination based on sex, including sexual orientation and gender identity. No institution or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in a proceeding under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The Department's [Title IX regulations](#) (Volume 34, Code of Federal Regulations, Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

Elements of Sexual Harassment

- Conduct on the basis of sex
- Unwelcome
- Sexual Harassment
 - ◊ Quid Pro Quo
 - ◊ Hostile Environment
 - ◊ VAWA Offenses (Sexual Assault, Dating Violence, Domestic Violence, Stalking)

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



Hostile Environment (The *Davis* Standard)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999).

Holding that *“funding recipients are properly held liable in damages only where they are deliberately indifferent to sexual harassment, of which they have actual knowledge, that is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or*

- For more information or questions about Title IX, go to UWW's Title IX website located at <https://www.uww.edu/sexual-misconduct-information>
- Resources from *The campus sexual assault (CSA) study: Final report. ; Report on the AAU Campus Climate Survey on Sexual Assault and Sexual Misconduct; Sexual_Assault_Campus_Survey/AAU_Campus_Climate_Survey_12_14_15.pdf*; Washington Post-Kaiser Family Foundation. 2015. “Poll: One in 5 women say they have been sexually assaulted in college.”; https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html



Save the date: Wellness Fair - April 28, 2022

The Wellness Team invites you to join us on 4/28 for a Wellness Fair in Old Main Ballroom from 10:00AM-2:00PM. At the fair there will be a chance to learn about a variety of local and university wellness opportunities. We hope to see you there!

Updates will be posted to <https://www.uww.edu/worksitewellness>

WINGO

WINGO will be starting the week of March 7th and is focused on Whitewater/Warhawk Trivia! When you sign up you will receive your card, a kindness calendar, and your choice of SWAG. **To sign up please send an email to benefits@uww.edu.** Completed cards should be returned to the Benefit Office in HR by Tuesday, November 1st. Participants will receive a Warhawk Wellness camping mug when they turn in their completed card.

Embracing Happiness Workshop- Presented by KEPRO

Often times, things in life can get so busy, we forget to check in and see how we are doing. We need to stop from time to time and evaluate our own mental health. Are we anxious all the time, sleeping well at night, overeating or under eating? This class will provide you with the opportunity to remind yourself to run through a mental health check list to evaluate both your emotional and physical wellbeing; ultimately helping participants find the help they might need.

Date: Wednesday, March 9th 2022

Time: 12:00pm central time

Location: WebEx

[Click Here to Attend](#)

Grief, Dying and Death Workshop- Presented by KEPRO

The recording is now available for those who were unable to attend the workshop while it was live.

[Click here for the recording](#)

Upcoming Wellness Workshops- Presented by KEPRO

The link below contains a list of all upcoming wellness workshops, presented by KEPRO. If you are unable to attend the workshops, there will be recordings provided on the UWW Worksite Wellness page after the event.

[Click here to see a list of upcoming KEPRO workshops](#)



Correction: In the February 2022 Newsletter we incorrectly noted that Chinese New Year began on February 12 and was the year of the Ox. That information was from 2021. The correct date for the start of Chinese New Year in 2022 is February 1 and it is the year of the Tiger. We apologize for this oversight.

✦ Wellness ✦

Understanding how the Body Responds to Pandemic Stress: Building Insight and Offering Strategies for Weathering the Mental Stress of a Pandemic

Date: Thursday, March 24th 2022
Time: 5:00-7:00pm central time
Location: Virtual

This free talk, hosted by Dr. Janina Fisher, will be a discussion about the traumatic impact of Covid-19 on our minds and bodies. To heal from trauma, it is even more important to know what is happening now than what happened and to transform how the mind and body remember it. Strategies for coping, healing, and resilience will be offered. This is open to the public and we'd love to have anyone who's interested attend. This is a wonderful opportunity for helping professionals, educators, medical providers, and simply people who live in this world.

Registration is required: [Click Here to Register](#)

Coming in April :WCWI's (Wellness Council of Wisconsin) EMPLOYEE SURVEY-UW-WHITEWATER -Assessing Employee Experiences with Symptoms of Burnout & Wellbeing Support

WCWI is launching this survey written by wellbeing strategists to gather an understanding of employee burnout in the current culture across the state. Information gathered from this survey will help to provide information for Wellness initiatives going forward on the UW-Whitewater campus and state wide. Information will help WCWI with their wellness programming to support members like UW-System and the campuses.

Wear Red Day

Please see below for photo submissions from Wear Red Day 2022! Thank you to all who participated!

Pictured (in order): Ozalle Toms, Financial Services Team (Melissa Thoma, Jamie Busse, Linda Ewert, Jodi Sumpter, Pam Peyer, Marge Gahart, Bobbi Johnson), Human Resources & Admin Affairs Team (Janelle Crowley, Kirsten Stephanie, Ramon Rocha, Grace Jezuit, Nadine Hill, Elizabeth Carreon, Vicki Schreiber), Trisha Barber, and Elizabeth Carreon



✦ Wellness ✦

Share the Good News!



Jessica Walz (Anthropology Program Coordinator & Women’s and Gender Studies) and Jeff Olson (Geography, Geology, and Environmental Science) welcomed Linnea Jane Olson-Walz to the world on January 29th. Her big brother Lukas (age 3) is thrilled with the addition, but has let it be known he will accept no less attention from his parents than before.



Share YOUR Good News!

Getting married? Having a baby?

✦ Let us know! ✦

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

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

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

The Benefits & Wellness Team are both on and off site. 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 Benefits & Wellness Team
Stephanie Hartmann, HR Manager - Benefits/Wellness/FMLA
Grace Jezuit, Student Benefits Assistant



HR&D Subject Matter Expertise Areas

This section is to highlight areas of expertise of the staff in our office. Many of our staff have expertise in areas outside their current job responsibilities based on previous experience and certifications and may be available to conduct trainings upon request.

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