



# NEWS & NOTES

## WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Welcome to Human Resources & Diversity's News & Notes for March 2023. I want to first thank everyone who participated in American Heart Month Wear Red Day on February 3rd. You can see pictures from colleagues in this newsletter.

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. Don't forget to move your clocks ahead one hour on Sunday, March 12!

I would like to congratulate Stephanie Hartmann for being recognized for demonstrating excellence and innovation in employee well-being at the Well Wisconsin Awards Celebration on Wednesday, February 1, 2023. Stephanie was recognized for her innovative implementation of the Healthbot Wellness Station for employees to use to track their blood pressure, weight and BMI. You can read more here: <https://www.wisconsin.edu/ohrwd/well-being/2022/10/14/uw-whitewater-adds-healthbot-wellness-station/>

Our team continues to work on the Administrative Transformation Project, or ATP. This system-wide project will rebuild our finance, human resources, and research administration systems and services. We look forward to simplifying our tasks and processes for everyone from job applicants to retirees to supervisors. To learn more about this project, go to <https://atp.wisconsin.edu/human-resources/> for more details about these exciting changes.

If you missed our **HR & D Happenings** where we provided updates and information about what is coming to Human Resources and Diversity, you can view the recording [here](#). We have both the PowerPoint and the recording available.

As always, the index to the right 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 located [here](#).

Connie Putland  
Chief Human Resources Officer  
Human Resources and Diversity



## MARCH 2023 (V.5.8)

### IN THIS ISSUE

- [Welcome from the CHRO](#) 1
- [Front Office](#) 2
  - Events
  - Mandatory Training
- [Benefits](#) 3
- [Wellness](#) 4
- [Payroll](#) 5
- [Immigration](#) 6
- [Training & Pro Dev](#) 6
- [Training Opportunity](#)
- [NCBI](#) 7
- [HR & D Subject Experts](#) 8

All our dreams can  
come true, if we have  
the courage to pursue  
them.

Todos nuestros  
sueños pueden  
hacerse realidad, si  
tenemos la valentía  
de perseguirlos.  
-Walt Disney

## FROM THE FRONT OFFICE

### March Women's History Month

March 1	First day at UW-W for Chancellor Dr. Corey King
March 2	Film: Code of the Freaks 3:30—5:30 pm Disability History Exhibit - Rock County - Open until March 2
March 7	Conversation with Author Dr. Sami Schalk Diversity & Inclusivity Award Reception
March 12	Daylight Saving Time begins 2:00 am
March 17	St. Patrick's Day



### MANDATORY EMPLOYEE TRAINING

Here is the breakdown on how Mandatory online trainings will work:

- The three mandatory online trainings (Information Security, Title IX, and Mandated Reporter) will continue to be due as follows:
  - \* Within 30 days of hire
  - \* One time only for Mandated Reporter
  - \* Every three years for Title IX
  - \* Every year for Information Security
- Notifications to complete the required trainings will go out in March each year (3 years for Title IX) from UW System, regardless of when you took it previously.
- Employees who took any of the trainings between October 7, 2022 and February 28, 2023 will be exempt from taking the training in March 2023
- Employees hired in January and February in any future year will be exempt from re-taking the training in March of that year (because they would be required to complete their training within 30 days of hire.)
- Courses will not be available to employees until notification has been sent out.
- Employees will be able to see on a training dashboard whether or not they have a training due, if it is complete, and when they are due next.

If you have any questions about the mandatory online trainings, you can email [mandatorytraining@uww.edu](mailto:mandatorytraining@uww.edu).

**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.**

# BENEFITS

## Summer Benefit Prepays

Summer prepay insurance premium deductions are used to maintain insurance coverage between academic years for employees who do not work one or more months during the summer (contract break) 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)

## State Group Life Insurance

- State Group Life Insurance is updated annually for:
  - \* Highest calendar year of eligible earnings,
  - \* Age as of April 1 each year,
  - \* Premium changes approved by the Group Insurance Board
    - ◆ Employee rates increasing for most age categories
    - ◆ Spouse and Dependent coverage premium will remain unchanged at \$2.26 per unit
- Updated premium will be on the March 23, 2023 paycheck

If you have further questions, please email [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu) .

## ETF

**ETF is offering Webinars in March** on Annuity Options, WRS Effective Rates and Annuity Adjustments, WRS Retirement Benefit Calculations and Preparing for Retirement – click here for more information <https://www.uww.edu/documents/worksitewellness/March%20ETF%20Webinars.pdf>

**Fidelity on Campus March 15, 2023**- here is the link to the flyer with more information and registration link: <https://www.uww.edu/documents/worksitewellness/Fidelity%20on%20Campus.pdf>

**ETF Group Retirement Sessions** March 29, 2023 (2.5 hour sessions 9AM and 1PM) – [Read More](#)

**Elevate Wisconsin** – The Wisconsin Strong Financial Fitness Challenge (now called ELEVATE Wisconsin: The Course to Financial Security) is under way for all WRS members and their families. The Program is designed to empower members to build financial security and achieve financial wellness at any age. The Course to Financial Security is part of the Wisconsin Strong Program that offers participants free access to financial wellness education, resources, and tools to build financial security. [Learn more](#)

**Workplace Differences: A Matter of Style.** [Webinar flyer](#)

Everyone has a different style of learning, working, and communicating, and one style is not necessarily better than another, just different. In this session, participants will discover; their personal learning/communication style, how their own style affects learning and communication for everyone in the workplace, how understanding and considering the learning and communication styles of others can prevent tension, misunderstanding and stress in the workplace, and how to maximize your own personal style.

# BENEFITS

Getting to Know Your  
Employee Assistance Program  
(EAP)

Presented by Kelly Risky, Account Manager for the State of WI/UW System

There is so much your EAP can do for you! Get to know the depth and breadth of free and confidential services and resources available to employees and their household members and dependents.

Beyond counseling services, your EAP offers assistance with: • Child Care • Elder Care • Legal Counseling • Financial Counseling • Health & Wellness Resources • Preparing for Parenthood • Webinars • And Much More!

Join Kelly for a presentation on how to access KEPRO resources and services, ask questions, and see what your EAP can do for you!

## Dates & Times:

Wednesday, April 26, 2023 – 12:30pm-1:30pm

Thursday, June 22, 2023 – 2pm-3pm

Tuesday, August 22, 2023 – 11am-12noon

Wednesday November 15, 2023 – 12:30-1:30

Visit the [Worksite Wellness Website](#) for links to join the sessions!

# WELLNESS



## Wear Red Day Photos



Thank you to everyone who participated in **National Wear Red Day** on February 3<sup>rd</sup>!

## SAVE THE DATE

- March 22, 2023 for a KEPRO Virtual Workshop – Resilient Leadership [click here for details and to register](#)
- April 6, 2023 for the 2<sup>nd</sup> Annual Wellness Fair from 10am-2pm in the UC rooms 259 A&B and
- April 6, 2023 Biometric Screening from 8:30-12:30 in the Old Main Ballroom UC 275

Check out the [Worksite Wellness website](#) for details of current and upcoming opportunities!

# PAYROLL

## W-2 Forms Available Online

Electronic 2022 W-2 Forms (Wage and Tax Statements) are available for all active employees in the [MyUW portal](#) for UW System institutions.

Find helpful tax resources on the Tax Statements tab on the [Payroll Help](#) page. For 2022 tax year, paper copies were mailed to all employees who did not consent to electronic only distribution. If you did not receive your W2 or it is not available in the Portal, please email [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu) for assistance.

Access to electronic documents on the MyUW portal ends when you terminate employment. Please remember to print any needed documents prior to departure.

### Availability of Other Tax Forms

Some employees will receive additional tax forms from UW System. These additional forms are not applicable to all employees. Examples include the 1095-C Form, the Fellowship Letter and the 1042-S Form. For more information on these forms, visit the Tax Statements tab on the [Payroll Help](#) page.

### Filing Taxes

Employees should use their W-2 Form, not their final 2022 earnings statement, to file taxes. Employees may want to file their return as soon as all tax forms are received to minimize the chance of a fraudulent return being processed using their Social Security number, or Individual Taxpayer Identification number. More information is available on the [IRS website](#).

If you have additional questions, please reach out to [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu)



## Summer Benefit Prepays

Summer prepay insurance premium deductions are used to maintain insurance coverage between academic years for employees who do not work one or more months during the summer (contract break) 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 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@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu)

# March

## IMMIGRATION

### USCIS Updates

As of January 30, 2023, premium processing became available for all new (initial) or currently pending [Form I-140, Immigrant Petition for Alien Workers](#), filed for:

- E21 members of professions with advanced degrees or exceptional ability seeking a national interest waiver (NIW).

To request premium processing on or after January 30, you must file the new edition of [Form I-907, Request for Premium Processing Service](#), dated November 3, 2022. U.S. Citizenship and Immigration Services (USCIS) will no longer accept previous editions of Form I-907. Please note that you must pay the Form I-907 fee separately from other filing fees; you cannot submit a single, combined fee payment for multiple forms, or the entire filing will be rejected.

USCIS also announced that it aims to further expand premium processing in 2023: In March: For certain [F-1 students seeking Optional Practical Training \(OPT\)](#).

Margaret Wheeler, Immigration Specialist, continues to be available to meet with all finalists (for faculty positions) who are international, and who identify in their TAM applications as needing immigration sponsorship by UW-Whitewater.

## TRAINING AND PROFESSIONAL DEVELOPMENT

Check out upcoming trainings and workshops in March by [clicking here](#).

Due to the weather, the Rock Campus Supervisor and Administrative Support Training has been moved to March 22 from 12-2pm.

Monthly 1 hour New Hire Campus Orientations have started, please encourage your new hires to come and get another warm welcome to campus! The next one is **Monday, March 20 at 9am in Hyer Hall 330**. The larger orientations will still take place in August and January.

Performance reviews are due **June 30**, there will be a training for supervisors offered in April. More details will be available in the next newsletter!

Do you have someone leaving? Would you like assistance to re-evaluate the job description, or want support to make sure processes are documented before the employee leaves? Do you have a new employee starting and want support with the onboarding process? Please reach out if you would like assistance, I have templates and strategies to share, and I will help you build them out!

Also, please contact me for tailored trainings and workshops to meet your needs. Examples include cross training analysis and implementation, strategic planning, and communication workshops.

Have you thought about your own professional development goals? Contact me at [elmoreg@uww.edu](mailto:elmoreg@uww.edu) for a one-on-one consultation to help you reach your professional potential!

## TRAINING OPPORTUNITY

### National Coalition Building Institute (NCBI)

Academic Affairs is proud to offer NCBI's full-day, in-person Equity, Diversity, and Inclusion Workshop ! The next one is scheduled for March 17, 2023!

Many of us know that belonging- for students and staff alike- on college campuses is crucial to retention and success. Yet sometimes we fall short of creating welcoming environments for everyone, especially those from underrepresented groups. Help increase belonging on our campus by participating in this intensive, supportive workshop designed to help you to:

- Value and welcome similarities and differences among group members
- Examine the misinformation and unconscious bias that impacts our behavior toward others
- Understand the role identity plays in leadership
- Identifying the harmful effects of oppression on one's own group
- Prevent & interrupt bigoted remarks & behaviors
- Learn how to be an ally to all groups

The deep inter-personal and intra-personal work facilitated in this workshop has the potential to impact your work with students and peers on campus and beyond. This workshop is open to all UW-W employees and students and is appropriate for all levels of experience and comfort with EDI work.

You are invited to sign up for NCBI's "Controversial Issues Model" Workshop! We are offering this workshop campus-wide this semester!

### Controversial Issues Process Workshop:

The NCBI Controversial Issue Process helps individuals and groups to move hotly contested issues forward by teaching how to listen to the heartfelt concerns on all sides and to reframe the debate in a way that builds bridges.

**This workshop is open to those faculty, staff, and students who have already participated a 'Diversity, Equity, and Inclusion' Workshop.**

[Sign up now](#) to reserve your spot for either or both of these workshops:

**Friday March 17, 2023: 12:30 pm - 4:00 pm**

**Friday March 14, 2023: 9:30 am - 7:00 pm**

**Friday April 28th, 2023: 10:00am-12:00pm**

Questions? Contact Julie Minikel-Lacocque ([minikelj@uww.edu](mailto:minikelj@uww.edu) or [ncbi@uww.edu](mailto:ncbi@uww.edu)).

## HUMAN RESOURCES & DIVERSITY SUBJECT MATTER EXPERTS

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
<p><b>Connie Putland</b>  <i>Chief Human Resources Officer</i>  <a href="mailto:putlandc@uww.edu">putlandc@uww.edu</a>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Primary contact for ADA and employee relation matters</li> <li>• Title IX Deputy Coordinator for Employees</li> <li>• Past Chair of CUPA-HR Midwest Region Board of Directors</li> <li>• Association of Workplace Investigators Certified</li> <li>• Certified ADA Coordinator</li> </ul>
<p><b>Tanja Anderson</b>  <i>HR Rock County Admin Specialist</i>  <a href="mailto:andersot@uww.edu">andersot@uww.edu</a>            608.898.5039; HS 105A</p>	 <ul style="list-style-type: none"> <li>• Contact for Rock County employee questions</li> <li>• Bilingual - Speaks English and German</li> </ul>
<p><b>Grace Dargiewicz</b>  <i>Human Resources Business Partner</i>  <a href="mailto:dargiewg@uww.edu">dargiewg@uww.edu</a>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Talent Acquisition Management</li> <li>• Recruiting</li> <li>• Staffing employees</li> </ul>
<p><b>Gina Elmore</b>  <i>Training and Org Dev Manager</i>  <a href="mailto:elmorg@uww.edu">elmorg@uww.edu</a>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Training and Development</li> <li>• Workday Implementation</li> </ul>
<p><b>Stephanie Hartmann</b>  <i>HR Manager - Benefits/Wellness/FMLA</i>  <a href="mailto:hartmans@uww.edu">hartmans@uww.edu</a>  <a href="mailto:worksitewellness@uww.edu">worksitewellness@uww.edu</a>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Benefits</li> <li>• FMLA</li> <li>• Wellness Coordinator</li> <li>• Resignations and retirements</li> </ul>
<p><b>Kai Instefjord</b>  <i>HR Manager</i>  <a href="mailto:instefjoke08@uww.edu">instefjoke08@uww.edu</a>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Student Employment &amp; Camps Contracting</li> <li>• Processing of Unemployment requests</li> </ul>
<p><b>DJ Judah</b>  <i>HR Generalist</i>  <a href="mailto:judahdf04@uww.edu">judahdf04@uww.edu</a>            262.472.1024            HY 330</p>	 <ul style="list-style-type: none"> <li>• OBIEE (Business Intelligence) to provide data across institution</li> <li>• Ingeniux (HR &amp; D website administrator)</li> <li>• Excel for reporting &amp; organizing data</li> <li>• Riskconnect to input Worker's Compensation claims</li> <li>• MFA Tool (for DUO access) &amp; ShopUW</li> </ul>

## HUMAN RESOURCES & DIVERSITY SUBJECT MATTER EXPERTS

Subject Matter Expert	Specialty
<p><b>Steve Marshall</b>  <i>Director of HR - Payroll,            Benefits &amp; Shared Service Liaison</i>  <i>marshals@uww.edu</i>            262.472.1005</p>	 <ul style="list-style-type: none"> <li>• Payroll &amp; Benefits</li> <li>• Board of Directors/Certification Director - Northland HR Association</li> <li>• Society for HR Management (SHRM)- Instructor of certification preparation group</li> </ul>
<p><b>Kate Nagle</b>  <i>Human Resources Business Partner</i>  <i>naglek@uww.edu</i>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Talent Acquisition Management</li> <li>• Workflow Management</li> </ul>
<p><b>Araceli Partida Gomez</b>  <i>Human Resources Assistant</i>  <i>partidaa@uww.edu</i>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Fluent in English and Spanish - provides translation</li> <li>• Working with Student Hiring</li> <li>• Working with Camps and Conferences Hiring</li> </ul>
<p><b>Ramon Rocha</b>  <i>HR Coordinator</i>  <i>rochar@uww.edu</i>            262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> <li>• Fluent in English and Spanish - provides translation for office</li> <li>• Supervises HR &amp; D Student Employees</li> <li>• MFA Tool (for DUO access)</li> <li>• Coordinate the process involving new employee paperwork &amp; International Student employment (i.e. I-9s, direct deposit, etc.)</li> <li>• Campus Notary</li> </ul>
<p><b>Vicki Schreiber, Ph.D.</b>  <i>Title IX Coordinator</i>  <i>schreibv@uww.edu</i>  <i>titleix@uww.edu</i>            262.472.2143; HY 330</p>	 <ul style="list-style-type: none"> <li>• Title IX Compliance</li> <li>• Certified Trauma Informed Investigator</li> <li>• Restorative Justice Circle Keeper Facilitator</li> <li>• Primary Contact for Mandatory Employee Trainings (or send a message to mandatorytraining@uww.edu)</li> </ul>
<p><b>Morgan Stupak</b>  <i>Human Resource Generalist</i>  <i>stupakm@uww.edu</i>            262.472.1398</p>	 <ul style="list-style-type: none"> <li>• Resource for questions about additional pays, student payment, and funding.</li> <li>• Takes care of cost transfers</li> <li>• Payroll auditor</li> </ul>
<p><b>Margaret Wheeler, Esq. (MA, JD, LLM)</b>  <i>Int'l Empl &amp; Immigration Specialist</i>  <i>wheelerm@uww.edu</i>            262.472.1024; CEC 123</p>	 <ul style="list-style-type: none"> <li>• Immigration Specialist</li> <li>• Affirmative Action Program Coordinator</li> </ul>