

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

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HELLO WARHAWK FAMILY!

As most of you would agree, this has been a most unusual and stressful spring semester. Although most employees are working from home, there are a few employees that remain on campus. With the addition of WebEx meetings, increased proficiency with Jabber, and technical challenges, our entire UW Whitewater community continues to navigate through these difficult times. Regardless of what your "office" looks like, we continue to operate with the best interest of our faculty, staff, and students in mind.

This May issue of our *News & Notes* is one way we strive to remain connected to our colleagues across campus, even when we can't physically be in the same space. This issue will focus on the many questions that our office has been fielding as it relates to new COVID-19 policies and procedures. Please understand that things are changing rapidly, so we are working hard to keep the campus informed of issues that affect you, the employee, as quickly as we are able.

Thank you to everyone on this campus who has been forced to modify their work environments, and thank you for taking the time to read this newsletter!

Best,

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



University of Wisconsin
Whitewater

Human Resources
and Diversity



Stay strong because things will get better. It might be stormy now, but it can't rain forever.
- from iliketoquote.com

BENEFITS & WELLNESS

2020 Employee Wellness & Benefits Events

Furlough and Your Benefits

A furlough is a temporary unpaid forced leave during which an employee does not report for work and does not earn a wage. **Employee retain their positions during the furlough as well as benefits (benefit coverage is dependent on employee type and length of furlough).** A furlough shall constitute a “leave of absence” as defined in [Wis. Stat. sec. 40.02\(40\)](#). A furlough is not a layoff, non-renewal, or termination.

For complete details regarding benefits please refer to the UW System website: <https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/furloughs/>

MAY 20
Equity, Diversity and Inclusion:
More Than a Numbers Game

REGISTER

The words “equity,” “diversity” and “inclusion” (EDI) involve more than having a mixed group of people in your workplace. In this session, we’ll discuss the latest strategies for ensuring that everyone in your workforce feels welcome, respected and supported—and has the same opportunities for advancement.

Presented by Terri Howard
Senior Director,
FEI Behavioral Health

May Webinars: FEI

To register for the webinar, click anywhere on the image to the right, or copy & paste the following link to your browser:

<https://register.gotowebinar.com/register/3538091381891225099>

Making Changes to Your Dependent Day Care Account:

If you are enrolled in the **Dependent Day Care Account** and have experienced a change in the cost of your day care provider (e.g. your day care has closed), you may be able to decrease your contribution amount. Per IRS guidelines, changes due to qualifying life events must be made **within 30 days**. To make a change, submit a [change form](#) to your human resources office.

Using Your FSA for Over the Counter (OTC) Prescriptions:

Did you know that you can also use your FSA card for over the counter prescriptions? Prior to the CARES Act, over the counter medicine and feminine products were only eligible if you had a prescription or a letter of medical necessity. Now, you can utilize your Flexible Spending Account to cover these expenses without needing to obtain a doctor's order. Any reimbursements will still need documentation in the form of an itemized receipt. The receipt must contain 5 key points:

- Description of Service or Item
- Amount of Expense
- Patient Name
- Provider Name and Address
- Service Date

You may not be able to use the payment card at the time of purchase. All retailers will make updates in their systems by late April or early May, after which you will be able to use your payment card. For complete details including a link to a list of FSA eligible expenses visit: <https://www.connectyourcare.com/m/etfemployees/fsa/>



Doctor

BENEFITS & WELLNESS

If you have any time-sensitive inquiries or further questions, please call ConnectYourCare's Customer Care Center at # 833-881-8158, 24 hours a day, 7 days a week.

You can log in on www.connectyourcare.com/ETF portal or the myCYC mobile app to manage your account. If you're a first-time user or having difficulty logging in please contact our Customer Care Center for assistance.

TASC Transition to CYC

Any remaining funds with TASC are scheduled to be transferred to CYC on May 1, 2020. You will receive a debit card around the middle of May.

The debit cards are mailed in a plain white envelope so please be sure not to throw it away. We have had employees that have thrown them away thinking they are junk mail.

After May 1, 2020 you will be on CYC's "books" and they will be able to assist you regarding your remaining reimbursements.

Connect Your Care (877-292-4040).

Employee Assistance Program - FEI

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



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

BENEFITS & WELLNESS

Christel Wendelberger of Mindful Gratitude will be on campus September 30, 2020 to present on Mindfulness. The event will be open to all of campus, more details to follow as it gets closer. Here are Five Strategies she shares to Protect Your Most Precious Resource...

The Covid-19 pandemic is changing our lives with dizzying speed. With so many experiencing medical and financial hardship and the barrage of news and information coming out nonstop, we have to find ways to maintain our balance and respond to life's challenges with calm and compassion. We need strategies for managing our own emotions and responding skillfully to the emotions of others. One strategy that I've been using is a mantra that popped into my head after a day of too much news: **Guard your mind like it's a precious resource.**

Just as we carefully watch what we put into our bodies, like limiting the ice cream and eating our veggies, we have to pay attention to what's going into our minds. It's easy to get distracted by our electronic devices and allow the messages of the world to invade our precious minds. Without thinking, we click our way into information that takes us off course, wastes our time, or puts our body into "fight or flight" mode - leaving us with cortisol coursing through our veins and a near inability to think straight. Unless we are careful curators, our minds can literally be hijacked by the constant flow of unfiltered information coming at us.



Here are 5 tips - offensive and defensive - to help you protect your most precious resource, your mind:

1. **Limit your news intake.** By all means stay informed, but don't spend the day clicking in and out of news sites. Even a simple skimming of dramatic headlines has the potential to disrupt your equilibrium! When the timing is right for you, DECIDE to take in the news and do it consciously. Before you click, BE AWARE that you will probably see some headlines that are upsetting. Steady yourself with a breath and the knowledge that you are safe in this moment.

2. **Be mindful BEFORE you enter social media.** Before checking Facebook, Instagram or Twitter - take a breath and remind yourself that you are entering informational territory over which you have NO control. You may be hopping on to wish someone a happy birthday or to post a photo of the bread you baked...BUT lots of other people are using their platforms to express political or social viewpoints that you may or may not agree with, and it really doesn't matter if you do or don't. These posts have the tendency to stir emotions like frustration, sadness, and anger. So before you check your social, take a breath, consciously remind yourself that you are in control, and be prepared to scroll past anything that might waste your time or derail your mood.

3. **CHOOSE what you put into your mind.** Deliberately look for information that supports your work, relationships, home life, personal interests and well-being. There are so many awesome podcasts on just about any topic, so many brilliant shows to watch, so much fabulous writing out there. DECIDE what kind of information or entertainment you need or want to make your life better. I've been LOVING Jim Krasinski's You Tube show, *Some*

BENEFITS & WELLNESS

Good News; Brené Brown's new podcast, *Unlocking Us*; Krista Tippett's, *On Being*; and Tom Bilyeu's *Impact Theory* to name a few!

4. Be aware of the people around you. They are all dealing with change, uncertainty, and their own fears and anxiety. The more you can guard and discipline your own mind, the more skill and empathy you will bring to responding to the emotions and triggers of your colleagues, friends, and family.

5. Give yourself grace. What we are experiencing is REAL and UNPRECEDENTED. None of us under the age of 100 has ever lived through a pandemic. Feelings of fear, anxiety, sadness, anger, and disappointment are all VALID, and denying them won't make them go away. Notice how you feel, take a calming breath, remind yourself of what you love, and then CHOOSE to do, read, listen to, watch, or connect with someone who will support your well-being.

Take good care of your mind and body, and please accept my best wishes for health, safety, and peace. Christel



Your Warhawk Benefits Team
Stephanie Hartmann & Aubrey Maciosek

Granola Bars III - By IHARVEY

prep: 15 mins

cook: 25 mins

total: 40 mins

Servings: 20



Ingredients:

2 cups quick cooking oats

1 cup all-purpose flour

$\frac{3}{4}$ cup packed brown sugar

$\frac{3}{4}$ cup raisins

$\frac{1}{2}$ cup wheat germ

$\frac{1}{2}$ teaspoon salt

$\frac{1}{2}$ teaspoon ground cinnamon

$\frac{1}{2}$ cup chopped English walnuts

$\frac{1}{2}$ cup vegetable oil

$\frac{1}{2}$ cup honey

1 egg

2 teaspoons vanilla extract

Directions:

Preheat oven to 350 degrees F (175 degrees C). Line a 9x13 inch baking pan with aluminum foil or parchment paper, and spray with vegetable oil spray.

In a large bowl, stir together oats, flour, brown sugar, raisins, wheat germ, salt, cinnamon, and walnuts. In a smaller bowl, thoroughly blend oil, honey, egg, and vanilla; pour into the flour mixture, and mix by hand until the liquid is evenly distributed. Press evenly into the prepared baking pan.

Bake 25 to 30 minutes in the preheated oven, or until the edges are golden. Cool completely in pan before turning out onto a cutting board and cutting into bars.

BENEFITS & WELLNESS

Wellness Initiative

StayWell Million Step Challenge

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

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

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

On Campus Vendor Visits

ETF Retirement Counseling | June 24, 2020 | 8:00AM—4:30PM | UC 259 | **CANCELLED**

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

Upcoming 2020 Benefit Events

Biometric Screenings:

Fall Biometric Screenings:

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

Open Enrollment 2020:

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

Benefits Fair:

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



HR & D'S FRONT DESK

May Dates

Week 1 Library Week

- May 1 HR Answers Continuous Furlough Questions on WebEx
- May 8 Last Day of Class
Child Care Provider Day
- May 10 Mother's Day
- May 11-15 Finals Week
- May 25 Memorial Day
National Wine Day
- May 26 Summer Term Starts
- May 28 National Hamburger Day
- May 30 Water a Flower Day
- May 31 World No Tobacco Day

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



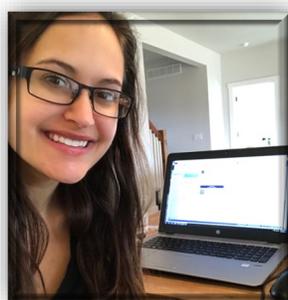
Your Warhawk Assistant Chief Human Resource Officer:
Connie Putland



Your Warhawk Human Resources & Diversity Office Coordinator and Front Office Supervisor
Ramon Rocha, Sr. & DJ Judah



Your Warhawk Human Resources Student & Camps Specialist
Kai Instefjord



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



Feel free to contact any member of the UW Whitewater Human Resources & Diversity team to get your questions answered about employment at UW Whitewater.

hr@uww.edu
262-472-1024

Links to other employment policies:
<https://www.uww.edu/policies>
<http://www.uww.edu/adminaffairs/hr/policies-procedures>

HR & D'S FRONT DESK

University of Wisconsin-Whitewater Furloughs [Interim – 02] April 22, 2020

Effective: Immediately

Purpose: This policy provides the framework for the implementation of an employee furlough plan.

The [University of Wisconsin System Administrative Policy 1200-Interim 04](#), under authority granted by Wis. Stats.s.36.115, provides the University of Wisconsin comprehensive campuses the option to implement a variety of workforce reduction and cost saving measures, beyond existing layoff policies to address the mission-critical needs that will continue to support student success. The furlough process is not a substitute for layoff, non-renewal, or termination processes as outlined in the Wisconsin Administrative code, system-wide policies, and institutional policies.

Related Policies: Regent Policy Document 20-21, University Personnel Systems
UW System Administrative Policy 1219, Continuous Service
UW System Administrative Policy 1210, Vacation, Paid Leave Banks and Vacation Cash Payouts
UW System Administrative Policy 1212m Sick Leave

Scope: This policy applies to the following UW-Whitewater employees: Faculty, Academic Staff, University Staff, Limited Appointees, Employees-in-Training and Temporary Employees [USTE's].

Definitions:

Furlough: Required temporary unpaid leave during which an employee does not report for work and does not earn a wage. Employee retains their position during the furlough as well as benefits (benefit coverage is dependent on employee type and length of furlough). A furlough shall constitute a "leave of absence" as defined in [Wis. Stat. sec. 40.02\(40\)](#). A furlough is not a layoff, non-renewal, or termination and employees cannot work during a furlough day. Employees may not use accrued paid leave during periods of furlough. Employees who are holders of H1-B visas, as defined in 20 CFR 655.731 will not be subject to a furlough, nor student employees.

A furlough plan may exclude employees who perform functions essential to maintain health and safety on the university campus. Any such exclusion must be approved by the Chancellor and/or the designee.

Adjustment to Salary Base – Institutions have broad flexibility to work with limited appointees to agree to temporary salary adjustments in lieu of furlough days.

Consecutive Day Furlough Assignment: A furlough assigned in full day increments for a continuous period of time with a defined start and end date. In the instant case, the days will be scheduled for May, June and July of 2020, specific dates to be determined by assignment.

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Continuous Employment: Has the same meaning here as in [UW System Administrative Policy 1219-Continuous Service](#).

Continuous Service: Has the same meaning here as in [UW System Administrative Policy 1219-Continuous Service](#).

Flexibility: Due to the unusual circumstances, employees may be called back to work with a 7-day notice period. Under exigent circumstances, with employee's consent, UWW may request a return to work with minimal notice.

Intermittent Furlough Assignment: A furlough assigned in full day increments that must not exceed one day every two weeks, coinciding with a biweekly pay period and two days per month for monthly pay period.

Half-day Furlough: Based on a full-time employee who takes a four-hour [half-day] furlough.

Operational area: Is an area of focus or function in a school, college, division, department or office. An operational area will generally be a subset of a school, college, division, department or office, and need not include the whole unit.

Temporary Workload Reduction Furloughs – Furloughs that temporarily reduce an employee's full time equivalency [FTE] percentage while preserving their original appointment.

Voluntary Furlough Assignment: A furlough request initiated by the employee that must be approved by the immediate supervisor and human resources.

Workforce-wide Furlough: An intermittent furlough assignment that covers all employees of the University of Wisconsin-Whitewater.

Consultation: The Chancellor and Cabinet has consulted with the governance groups and may, schedule additional consultative meetings at the discretion of the Chancellor.

Furlough Plan: The UW System Administrative Policy 1200-Interim 04 provides the authority to the Chancellor on his/her respective campus to consult with Cabinet and governance groups to support a furlough plan, consistent with the UW System Administrative Policy 1200-Interim 04. Through consultative meetings the Chancellor shall determine whether the furlough will be targeted, across the board, or both.

The current furlough plan for the University of Wisconsin-Whitewater will include:

- Targeted and workforce-wide furloughs for all current employees [excluding specific employees];
- Notices to employees via email providing at least seven [7] days' notice period, because of the unusual circumstance caused by COVID-19, followed by WebEx meetings, with the opportunity for a questions;
- The amount of furlough time for continuous days will be completed during the months of May, June and July of 2020;
- Intermittent furlough assignment of 13 days, with the option of additional days, with appropriate notice, must be completed within 14 months beginning in May of 2020 and completed on or before the end of June 30, 2021;

HR & D's FRONT DESK

- Intermittent days can be taken in ½ day increments;
- Supervisors, chairs and/or deans will ensure that all affected employees experience and realize the assigned furlough time, and will pre-approve and approve the same;
- Employees are not allowed to make up time or work any overtime hours in the same week and/or pay period as the furlough time taken;
- The Chancellor and/or designee may extend, modify or cancel a furlough plan after consultation with the assigned supervisor and provide as much notice as possible;
- Furlough time will be scheduled with the supervisor and the employee; however, subject to the operational need of the college, department, unit, etc.;
- Furlough time must be taken on days that an employee is normally scheduled to work, and try to schedule days that minimizes impact on instruction and service to students, must be taken during regularly assigned work days, and must be taken during the contract period, as applicable;
- Faculty and instructional staff may take furlough days during winter break and/or spring break;
- If an employee assigned to intermittent furlough, and does not take any intermittent days off during the first six months, furlough days will be assigned by the supervisor, chair/dean, or designee;
- If an employee designated to take intermittent furlough wishes to take their days in a consecutive manner, the supervisor must pre-approve and coordinate with Human Resources and Diversity at least 14 days prior to the leave to establish a consecutive day furlough plan.
- If the supervisor wishes to schedule an employee designated for intermittent furlough to take consecutive furlough days or designate specific dates for furlough to be taken, the supervisor will coordinate with Human Resources and Diversity at least 14 days in advance of the leave to establish a consecutive day furlough plan.

Notice: Employees will be given notice of a furlough at least seven [7] days before it is to be taken.

Appeals: A furlough plan adopted by the University of Wisconsin-Whitewater may be appealed; however, it does not delay a furlough.

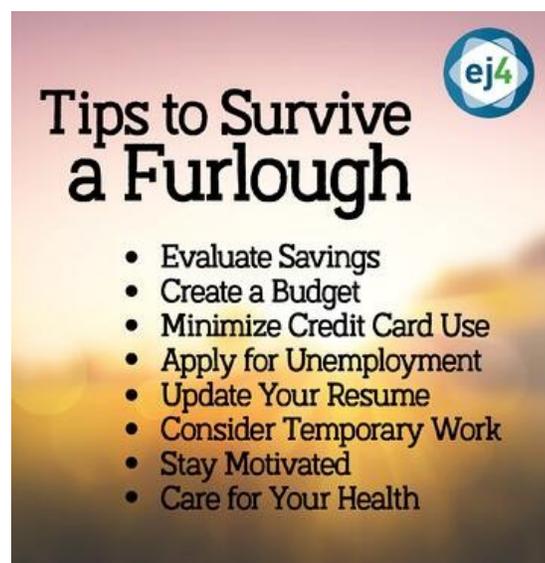
FURLOUGH VS LAYOFF					
	FURLOUGH		LAYOFF		
EMPLOYED	✓	✗	REDUCES WORK HOURS	✓	N/A
EXPECT TO RETURN TO WORK	✓	?	APPLY FOR UNEMPLOYMENT	✓	✓
PAID OUT PTO	✗	✓	CONT'D HEALTHCARE BENEFITS	✓	COBRA

WORKEST
Powered by Zenefits

HR & D'S FRONT DESK

Pay and Benefits During a Furlough Period:

- Insurance for health, and health with uniform dental, will not be affected by a furlough; however, the employee remains responsible for the employee cost of the premium;
- Dental/vision, life and supplemental life are optional for the employee and may be eligible for a change to these particular benefits as a result of the furlough;
- Employees will continue to accrue vacation and sick leave during a furlough, but not FMLA credit;
- Retirement contributions will be affected by furloughs, because contributions are based on actual earnings;
- The employee remains responsible for making all employee contributions during a furlough period, including healthcare, dental care, flexible spending accounts, as well as other savings contributions;
- Employees may use accrued sick leave to pay for the employee portion of health insurance benefits while on a furlough assignment;
- All miscellaneous authorized deductions will continue to be made during a furlough period, including charitable contributions, university payments, child support, garnishments, etc., and
- An employee's continuous service credit, review date and employment status will not be affected by any period of mandatory furlough.



How to protect yourself and others from COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

IMMIGRATION

Updates for our International Faculty and International Employees:

A BRIEF SUMMARY AND ANALYSIS OF THE TRUMP ADMINISTRATION IMMIGRATION PROCLAMATION/ EXECUTIVE ORDER

To review the Proclamation, see: <https://www.whitehouse.gov/presidential-actions/proclamation-suspending-entry-immigrants-present-risk-u-s-labor-market-economic-recovery-following-covid-19-outbreak/>

Below is a summary relevant to our international faculty:

Importantly, the proclamation does not restrict the filing, adjudication, or approval of domestic applications and petitions during the 60 days, i.e. those filed in the U.S. with USCIS. Therefore, the filing with USCIS of applications for permanent residence, of sponsoring petitions by employers and family, and of applications for change to or extension of nonimmigrant work and study statuses and for employment authorization is permitted.

Employees who are holders of H1-B status, as defined in 20 CFR 655.731, are not subject to furloughs. Employees who have changed status to permanent residence are treated the same as U.S. citizens in respect to being subject to furloughs.

USCIS on COVID-19, Public Charge

On March 18, U.S. Citizenship and Immigration Services temporarily suspended in-person services at its field offices, asylum offices, and application support centers (ASCs) to help slow the spread of coronavirus (COVID-19). USCIS is readying offices to reopen on or after June 4. Employees in these offices are continuing to perform mission-essential services that do not

require face-to-face contact with the public while the offices are closed.

While offices are temporarily closed, USCIS will continue to provide limited emergency in-person services. Please call the [USCIS Contact Center](#) for assistance with emergency services. USCIS field offices will send notices to applicants and petitioners with scheduled appointments and naturalization ceremonies impacted by the extended temporary closure. USCIS asylum offices will send interview cancellation notices and automatically reschedule asylum interviews. When the interview is rescheduled, asylum applicants will receive a new interview notice with the new time, date and location of the interview. When USCIS again resumes operations for in-person services, USCIS will automatically reschedule ASC appointments due to the temporary office closure. Individuals will receive a new appointment letter in the mail. Those who had InfoPass or other appointments must reschedule through the [USCIS Contact Center](#) once field offices are open to the public again. Please check to see if the respective office has been reopened before calling the Contact Center.

Please also visit uscis.gov/coronavirus for updates. For the latest information on the status of an office, visit <https://www.uscis.gov/about-us/uscis-office-closings>.

Courtesy of Iandoli, Desai & Cronin P.C.

UW-Whitewater Immigration Workshops

UW-Whitewater will continue to support its international faculty and employees with future ongoing in-person workshops when we reopen after COVID 19. For now, please contact Margaret Wheeler, Immigration Specialist if you are interested in EB-1 or I-485 workshops. wheelerm@uww.edu; 262-472-1494. Online and remote assistance is available at this time.

IMMIGRATION

Famous Immigrants

We are all online these days due to Covid 19—and probably using Google more than ever. Did you know that Sergey Brin, a co-founder of Google, immigrated to the U.S. from Russia?

The following is article is from: <https://www.moving.com/tips/how-famous-american-immigrants-moved-to-us/>

Google may be one of the biggest American companies ever founded, but it likely wouldn't be anywhere without its Russian-American co-founder Sergey Brin. Brin was born in Moscow in the early 1970s, when Russia was still the Soviet Union. His parents were both intellectuals—his father a math professor and his mother a scientific researcher. The family sought to leave the Soviet Union in 1978 due to rampant anti-Semitism, though it was easier said than done. Upon applying for an exit visa, both of Brin's parents lost their jobs and it was eight months of hardship before they could finally emigrate.



The Brin family moved to Vienna and then Paris, and then soon after to the United States when Brin's father received a teaching position at the University of Maryland. Brin was still a child at this point, and while he quickly picked up English at his new school—the Paint Branch Montessori School in Adelphi, Maryland—his parents encouraged him to maintain his Russian language skills and helped him develop his math talents. Brin went on to gain a bachelor's of science in computer science and mathematics from the University of Maryland, followed by a graduate fellowship in computer science at Stanford University. It was at Stanford where Brin met his fellow Google founder Larry Page.

Google first went online in 1998, but Brin has hardly slowed down in the time since. Today, in addition to being the 13th richest person in the world, Brin is engaged with efforts to combat the growing climate crisis, as well as medical innovation and research, among other endeavors.



Immigration and Affirmative Action
Margaret Wheeler, JD

PAYROLL

Economic Impact Payment

You may check on the status of your Economic Impact Payment, review eligibility requirements, read the FAQs, and more, at the following link: <https://www.irs.gov/coronavirus/get-my-payment>

Nine-month Faculty and Academic Staff Leave Reports

Please be sure all of your leave reports for the 2019-2020 academic year have been submitted by the end of the spring semester on May 19th. Employees with missing leave reports will have their sick leave earnings for the year reduced. If you have questions regarding your leave reports, please contact: payrollsupport@uww.edu.

Time and Absence Help

COVID-19 and Furlough entries reported on the timesheets will appear in the "Payable Time Approvals" section on the Manager Self Service Dashboard for approval. These will not show up in the regular "Absence Request" section. A list of Tipsheets available to assist supervisors may be found on the "Manager Self Service" tab on the Time and Absence Help page: <https://uwservice.wisconsin.edu/help/time-absence#for-managers>

TIME AND ABSENCE HELP

[Employee Self Service \(ESS\)](#)[Manager Self Service \(MSS\)](#)

Filing Unemployment

If you are filing for unemployment, regardless in which department you work, all of UW-Whitewater (including U-Rock) is one employer: "University of Wisconsin-Whitewater." If a different name is submitted; i.e. (UW-System, department name, etc.), it delays the claim processing because their employer verification paperwork is sent to other places instead of coming to HR for processing. Therefore if you are filing for unemployment, submit as "University of Wisconsin-Whitewater" and use your hire date at Whitewater, even if you worked somewhere else in the UW-System prior to coming to UW-W.

Here is the link to the Department of Workforce Development: <https://dwd.wisconsin.gov/>

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

payrollsupport@uww.edu



PAYROLL

Timesheets

Several resources are available regarding COVID-19 leave and Furloughs, including how to enter these absences on your timesheet. All employees now have a timesheet in their portal, including salaried employees paid monthly. Salaried employees will use the timesheet only to report their COVID-19 and intermittent furlough absences. All other absence requests should be entered as they have been in the past. The instructions for entering regular absence requests may be found here:

<http://www.uww.edu/documents/adminaffairs/HR%20Diversity/FA-AS-LI%20Leave%20Instructions.docx>

The intermittent furlough absence codes will be available to select as an option in the drop-down "Time/Absence Code" column on the timesheet on Monday, May 4th. Instructional faculty and academic staff will only need to enter their furlough absence on the timesheet. Non-instructional academic staff will enter hours on the timesheet for the full two-week period in which they take furlough time off (the furlough timesheet Tipsheet shows an example of how to do this).

UW-System COVID-19 Leave Policy:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/interim-covid-19-leave-policy/>

COVID-19 Timesheet Entry Tipsheet:

https://uwservice.wisconsin.edu/docs/covid19/COVID-19_timesheet_entry_tipsheet.pdf

Intermittent Furlough Timesheet Entry Tipsheet (for salaried employees paid monthly):

https://uwservice.wisconsin.edu/docs/covid19/Furlough_timesheet_entry_monthly.pdf

Intermittent Furlough Timesheet Entry Tipsheet (for biweekly employees):

https://uwservice.wisconsin.edu/docs/covid19/Furlough_timesheet%20entry_biweekly.pdf

All timesheets are processed biweekly. The deadlines for entering COVID-19 and intermittent furlough absences may be found here:

https://uwservice.wisconsin.edu/docs/covid19/timesheet_entry_deadline_2020.pdf



Your Warhawk Payroll Team
Reggie Brown, Andrea Campbell, Molly Parrish

The Payroll Team is working remotely at this time. Please be assured that we are constantly monitoring emails and voicemails and we will reply as soon as we are able. Thank you, and be well.

TRAINING & DEVELOPMENT

Have you wanted to create a training or presentation for your department?

ICIT offered many trainings over the last month, and gave you the tools you needed to start. There are many options out there ranging from Webex to using an iPhone. If you need help refining your presentation, such as adding voiceovers, combining videos, clipping videos, or transitions, please reach out to WarhawkU@uww.edu.

Remember:

- As a UWW employee, you have access to LinkedIn Learning! Go here to login through your UWW account: <https://www.uww.edu/icit/services/linkedin-learning>. You can brush up on Excel, PowerPoint, Word, or learn a new skill!
- Our Employee Assistance Provider, FEI, also has many webinars you can access. Go to: <https://www.feieap.com/> and then enter the username: SOWI. Register for an upcoming webinar, or view a previous one. Go to tab “Webinar/Training” and go to Video Library or Listen to a Replay.

If you are looking for a training or development opportunity, please contact me at elmoreg@uww.edu, or call me at extension 1219.



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



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



Human Resources & Diversity Subject Matter Expertise Areas

Subject Matter Expert	Specialty
Janelle Crowley, Ph.D. <i>Chief Human Resources Officer</i>	Leads all training, talent acquisition and career development activities. Promotes inclusion in the workplace and reinforces our position as an equal opportunity employer.
Connie Putland <i>Asst. Chief H.R. Officer</i>	Primary contact for ADA and employee relation matters
Gina Elmore <i>Development Coordinator</i>	Training and Development Coordinator & Community Engagement Center Manager
Vicki Schreiber, Ph.D. <i>Title IX Coordinator</i>	Title IX Resources & Policy contact, trained trauma informed investigator, trained Restorative Justice circle keeper
Reggie Brown <i>Payroll & Benefit Supervisor</i>	Unemployment contact, Absence Management, Int'l student employment
Stephanie Hartmann <i>Benefits Specialist</i>	Benefits, FMLA, campus Wellness contact resignations, and retirements
Kai Instefjord <i>H.R. Assistant</i>	Student Employment & Camps Contracting
Amy Sexton <i>Human Resources Specialist</i>	Human Resources Talent Acquisition & Compensation Specialist

UW-W Office Human Resources & Diversity

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