

WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

April showers bring May flowers! Welcome to the Human Resources News & Notes for May 2023!!! It's finally starting to feel like Spring. Well, most days!

As we are headed into the end of the Spring semester, students and faculty are preparing for finals and some for graduation. It is a busy time for everyone as one cycle ends and another one begins. Let's all take a moment to take pride in how far we've come this year and have faith on how far we can go. With this, let's not forget to enjoy the journey!

May is Mental Health Awareness Month. You will find some helpful information in this month's news, including available resources. Together we can stop the stigma surrounding Mental Health! Please note, this month we've added a **NEW** section which will include a featured monthly food recipe! We hope you find this enjoyable.

W4 and **Direct Deposit** forms for student employees can be completed Online. Effective 7/2/2023 we will no longer require the hard copy. Please see the talent acquisition section for details.

Just another reminder that performance reviews are due by 6/30/2023. Please send your completed reviews to performance@uww.edu.

Thank you for taking the time to read this newsletter! 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



May 2023 (v.6.0)

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Every day is a new opportunity to change your life and be who you want to be.

Cada día representa una nueva oportunidad para cambiar tu vida y ser quien quieres ser.



FROM THE FRONT OFFICE

MAY: Mental Health Awareness Month

- May 5  [Fun Fact](#)
- May 13 UW-Whitewater Graduation Ceremony
- May 14 Mothers Day 
- May 24 KEPRO Virtual Workshop– [Grocery Shopping](#)
- May 29 Memorial Day 



The Human Resources Office is open regular hours Monday- Friday 7:45am - 4:30pm, we request that visitors please call ahead (262) 472 - 1024 or email hr@uww.edu to schedule an appointment.

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.
- 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.

TITLE IX

Sexual Assault Awareness Month Activities for April

Thank you to everyone who attended or assisted with Sexual Assault Awareness Month 2023 events sponsored by Sexual Assault Prevention Advisory Committee (SAPA), Whitewater Student Government (WSG) and the Coalition Against Sexual and Interpersonal Violence (CASIV). We are looking to bring some of the activities to the fall semester as a supplement to Title IX training for students. Watch future editions for more information.

New Title IX Regulations Expected in May 2023

"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."

This is the statement that is commonly known as Title IX. It is the federal civil rights law in the United States that was enacted in 1972 as part of the Education Amendments of 1972. The mission has not changed; an education free from sex discrimination.

In May 2020, new regulations were released giving K-12 and Universities until August 14, 2020 to implement the changes. These changes had a profound impact on our processes and policies. Then on June 23, 2022, in celebration of the 50th anniversary of Title IX, the U.S. Department of Education released for public comment proposed changes to the regulations. These new regulations are expected to be a significant departure from the 2020 regulations regarding sex discrimination and how institutions should respond. Here is a very brief overview of the expected changes:

- Require schools to respond to all forms of sex-based harassment including sex stereotypes, sex characteristics, sexual orientation, gender identity, pregnancy or parenting status, and any related condition whether or not the harassment is sexual in nature.
- Broaden the definition of "hostile environment" harassment.
- Harassment definition changed back to "sufficiently severe or pervasive" both "objectively and subjectively"
- Include campus climate surveys for campuses
- Language defining school's responsibilities to pregnant and parenting students
- Protections for LGBTQ+ students from discrimination based on sexual orientation, gender identity and sex characteristics.

TITLE IX

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

In summary, the proposed regulation:

- Builds upon the Title IX rules that protect equal athletic opportunities for women and girls.
- Supports Title IX's nondiscrimination requirement, while providing flexibility for schools to achieve important educational objectives through their athletic program. They would not be permitted to adopt or apply a one-size-fits-all policy that categorically bans transgender students from participating on teams consistent with their gender identity
- Schools would have to take into account the following considerations when developing a policy for participation:
 - There are differences among students and school sports teams depending on grade and education level
 - School athletic teams vary in the level of competition they offer
 - The types of sports offered vary widely and that sport governing bodies vary in their participation criteria
 - Minimizing harms to students whose participation on teams consistent with their gender identity would be limited or denied.

The current Title IX athletics regulation can be found at [34 C.F.R. § 106.41](#). The proposed regulation would be added as (b)(2), and current (b) would be redesignated as (b)(1). The Department's proposed Title IX regulation will be open for public comment for 30 days from the date of publication in the Federal Register, which is May 6, 2023.



The unofficial version of the proposed regulation is available [here](#).

BENEFITS

!Save the Date!

Benefits Fair

Wed, September 27, 2023 10:00am - 2:00pm

Stay tuned for details!

WRS Statement of Benefits

These have been posted to the employee's [MyUW portal](#). To view your statement, launch the Benefit Information tile and click on the WRS Statements of Benefits tab. Your WRS Statement of Benefits includes 2022 earnings, service, retirement benefit projections (if vested), separation benefit, death benefit and employee/employer contributions. If you have questions about your statement please contact the Benefit Team at Shared Services at benefits@uwss.wisconsin.edu or 888-298-0141.

State Group Life Insurance Premium Rates

These will **increase** for most age categories effective April 1, 2023, there is no change to the premium rates for spouse and dependent coverage. [Read More](#)

2023 Benefit ID Cards

Are you using the right benefit ID card when you see your doctor, pickup a prescription, visit the dentist, or get your eyes checked? Make sure you have your ID cards prior to needing them. Then, be sure to use the right ID card to save you time and prevent issues later. Click [here](#) for more information.

Wisconsin Deferred Compensation Program

Mark your calendar to take in this free Wisconsin Deferred Compensation Program webinar! A financial planner with Empower will be available to answer questions and provide additional resources at the end of the webinar. A local WDC retirement plan advisor will also be available to answer WDC-related questions at the end of the webinar.

Webinar on Social Security

Fri, May 5, 2023 9:00am - 9:30am

As part of your overall financial plan, have you looked into your Social Security options and the financial tradeoffs for each? In this session we will cover:

- Social Security eligibility
- When you can start collecting Social Security
- Individual & spousal benefits
- Strategies for maximizing your Social Security benefits

Click [here](#) to register



Employee Assistance Program (EAP) Mental Health support available through KEPRO

Mental health is a critical part of overall health.

Everyone faces challenges in life that may impact mental health. If life challenges are making it difficult for you to cope, it may be time to get professional help.

The EAP is available twenty-four hours a day, 365 days a year to help you connect with a counselor in-person or virtually to discuss your concerns. Household family members are also eligible for counseling. EAP services are confidential and solution-focused with the goal of bringing measurable improvement to your situation. Below is a summary of the wide range of situations the EAP can assist with.

For more information [click here](#)

EAP Webinar: [Work Life Balancing Act](#)

Wed, May 10, 2023 10:30am - 12:30pm

Learn to prioritize competing demands, communicate effectively, and view the glass as "half full" in this interactive session.

Registration is required to attend. To register, visit sowi.mylifeexpert.com

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

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

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!

For more details and to register [click here](#)



WINGO

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

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

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Save the date for the next Biometric Screening

Wed, September 27, 2023, 8:30am - 12:30pm

More information and mental health resources here ([English](#)) ([Español](#))

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

*Checkout this month's featured recipe: [Mexican Rice](#)



PAYROLL

WRS Statement of Benefits Available

The Wisconsin Retirement System (WRS) Statement of Benefits as of January 1, 2023, is now available on the [MyUW portal](#) for employees covered by the WRS in 2022.

To view your statement, log in to the portal for [UW System institutions](#) or [UW-Madison](#). Launch the Benefit Information tile and click on the ETF WRS Statements of Benefits tab.

Your statement Includes Fiscal Year, July 1, 2021 to June 30, 2022 earnings and service, retirement benefit projections (if vested), separation benefit, death benefit and employee and employer contributions.

PAYROLL

Resources:

- [Introductory letter](#)
- [Explanation of Annual Statement of Benefits](#)
- [ETF Statement of Benefits web page](#)
- [UW System Employee Benefits WRS web page](#)
- [Webinars](#) - registration is required.

If you have further questions about retirement, please reach out to benefits@uwss.wisconsin.edu

Floating Holiday Use Reminder

Faculty, Academic Staff and Limited Appointments working year round and earn leave (12 month contracts):

In the Fiscal Year 22-23 [Legal Holiday calendar](#), December 24, 2022 and December 31, 2022, were Floating Holidays. If you look at your leave balances in the Portal and see greater than 8 (or prorated based on your FTE hours of Legal Holiday remaining (hours needed for Memorial Day Holiday, Monday, May 29, 2023, this means you have not used your Floating Holidays. These days must be used before June 30, 2023, or they would be forfeit as of July 1, 2023 when new banks of leave are granted. This does **not** include University Staff or Faculty, Academic Staff, and Limited Appointments that work on an academic year (9 month contracts).

If you have further questions about your leave usage or how to record time, please refer to the System help page on Time and Absence or contact payroll@uwss.wisconsin.edu

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 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

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

IMMIGRATION

!ATTENTION! TO ALL INTERNATIONAL FACULTY MEMBERS FOR WHOM UW-WHITewater IS FILING A GREEN CARD

On April 21, 2023 Office of Foreign Labor Certifications Announced Form ETA-9089 Case Creation and Case Submission in Foreign Labor Application Gateway.

The Office of Foreign Labor Certification (OFLC) is transitioning to a new Form ETA-9089, Applications for Permanent Employment Certification in the Foreign Labor Application Gateway (FLAG) system on May 16, 2023. As a result of the transition to the revised version of the form and the transition to FLAG, OFLC will no longer accept the previous version of Form ETA-9089 after May 15, 2023, either electronically or submitted by mail.

What does this mean for our international faculty?

Please assist us in complying with any requests from the Immigration Specialist, Margaret Wheeler, as soon as possible, so that we can file your case seamlessly during this transition. If you are asked to complete a form 9089 information document, please make it a priority.

Famous Immigrants Who Contribute to the US and Beyond

[Jose Andrés](#) discovered a new outlet for his humanitarian interests in the wake of the devastating earthquake that shook Haiti in 2010. He went on to found [World Central Kitchen](#), a nonprofit devoted to bringing food to people in the aftermath of natural disasters and other crises.

The impact of World Central Kitchen became clear after [Hurricane Maria upended Puerto Rico](#) in September 2017. Within days of the disaster, Andrés and his team had arrived on the island and rallied local cooks and volunteers. By November, WCK had prepared and distributed an estimated four million meals throughout the country.

TRAINING AND PROFESSIONAL DEVELOPMENT

ATP/Workday Update(s)

As we look forward to the implementation of Workday across the UW System, the [Administrative Transformation Program \(ATP\)](#) is conducting monthly Workday Walkthroughs to introduce faculty and staff to Workday functionality and prepare for go-live in July 2024.

The April Workday Walkthrough introduced the Benefits & Pay Hub that will be used by all UW employees, as well as the paycheck estimator, Model My Pay. The recording is now available for UW faculty and staff to view with a UW login. Watch Workday Walkthrough #5: "[Benefits & Pay Hub and Pay Modeler](#)"

Join the May Workday Walkthrough which will cover "Time and Absence for University and Academic Staff" on Thursday, May 11 from 3-4 p.m. [Join using this link.](#)

Please note that Workday Walkthroughs are not training. They provide a high-level overview of Workday. You will see a tenant where some functionality may be nearly ready; some functionality will still be a work in progress. A tenant is a single instance, or setup, of Workday. Design work for the UW System configuration of Workday will continue through mid-2023, and end-user training will begin in March 2024. Please contact our [Campus Readiness Team](#) if you have questions about the Workday implementation.

Welcome Week

Welcome week is around the corner (especially if you are off this summer)! I will start sending out emails soon about:

- how to add your event to the Events calendar
- first day of new hire orientation
- the Information Fair

If you have not participated in any Welcome Week Events in the past, but would like to receive notifications for this upcoming Fall 2023, please email elmored@uww.edu with the Subject Line of *Welcome Week*.

TRAINING OPPORTUNITIES

Upcoming Trainings and Workshops

Check these out by viewing the [Events calendar](#) or [Event Sign-Up](#).

Below includes some examples of what is being offered:

May 2 – Making Canvas Grades Accurate Before Finals

May 4 – Campus Technology Resources to Help You Succeed

May 9 – Canvas eGrading

May 15 – New Hire Campus Orientation

May 15 – WISER training (generate summary reports on department accounts, search for transactions, etc.)

May 16 – Performance Evaluation Webex

May 17 – Celebrating Teaching and Learning Conference

June 12 - Position Description Workshop

Coming soon:

- Online Hire Form Training
- Communication Workshop

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

TALENT ACQUISITION

MSC vs. Inter Institutional Employment Overload

Are you trying to pay a UW-System employee for a job they performed at UW-Whitewater?

- If the payment is for less than \$1,000 total use a Miscellaneous Service Contract
- If the payment is for more than \$1,000, but the employee is less than a 1.0 FTE use a Miscellaneous Service Contract
- If the payment is for more than \$1,000 and the employee is a 1.0 FTE use the Inter Institutional Employment Overload form
- The Inter Institutional Employment Overload form needs to be signed by the Department Chair, Dean and Provost. It also needs to be sent to the employee's home institution for the same signatures to be processed for payment.

Both forms can be found on the HR Website <https://www.uww.edu/adminaffairs/hr/forms>

For Additional Questions please contact Kate Nagle at 262-472-1024 or naglek@uww.edu

***All Student Employees should be paid through Student Employment Tool, regardless of home institution.**

Summer Session and Summer Service

Please work with Continuing Education to ensure these are entered into the Change of Status system so HR can process these requests in a timely manner.

Direct Deposit and W4 Online Forms

Direct Deposit and **W4** forms can be completed Online, through **MyUW** student portal, for all student employees. Hard copies can still be submitted. If these forms are not submitted with the hiring packet, effective 7/2/2023, it will be assumed that the student will be submitting these documents Online. Please reach out hr@uww.edu with any questions or concerns.

Online Hire Form

The new Online Hire form is now available at <https://my.uww.edu/RecruitmentApproval/> The hire form must be connected to a TAM ID. Any employees not selected through a TAM recruitment will still need to be hired through the Non-TAM Hire Form. The Online Hire form can also be accessed through our Human Resources & Diversity webpage.

Academic Contract dates to submit E-Rehires for Instructional Staff for the 2023-2024 Academic Year:

Fall Semester: 8/21/2023 - 1/3/2024

Spring Semester: 1/4/2024 - 5/17/2024

Human Resources News & Notes



HUMAN RESOURCES SUBJECT MATTER EXPERTS

INSIDE STORY HEADLINE

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>Connie Putland Chief Human Resources Officer putlandc@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none">• Primary contact for ADA and employee relation matters• Title IX Deputy Coordinator for Employees• Past Chair of CUPA-HR Midwest Region Board of Directors• Association of Workplace Investigators Certified• Certified ADA Coordinator
<p>Stephanie Hartmann Deputy Chief Human Resources Officer Benefits/Wellness/FMLA hartmans@uww.edu worksitewellness@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none">• Benefits• FMLA• Wellness Coordinator• Resignations and retirements
<p>Grace Dargiewicz HR Business Partner dargiewg@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none">• Talent Acquisition Management• Recruiting• Staffing employees
<p>Gina Elmore Training and Org Dev Manager elmoreg@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none">• Training and Development• Workday Implementation
<p>Vicki Scheiber, Ph.D. Title IX Coordinator schreibv@uww.edu titleix@uww.edu 262.472.2143; HY 330</p>	 <ul style="list-style-type: none">• Title IX Compliance• Certified Trauma Informed Investigator• Restorative Justice Circle Keeper Facilitator• Primary Contact for Mandatory Employee Trainings (or send a message to mandatorytraining@uww.edu)
<p>Kai Instefjord HR Manager instefjoke08@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none">• Student Employment & Camps Contracting• Processing of Unemployment requests
<p>DJ Judah HR Generalist judahdf04@uww.edu 262.472.1024 HY 330</p>	 <ul style="list-style-type: none">• OBIEE (Business Intelligence) to provide data across institution• Ingeniux (HR & D website administrator)• Excel for reporting & organizing data• Riskconnect to input Worker's Compensation claims• MFA Tool (for DUO access) & ShopUW

HUMAN RESOURCES SUBJECT MATTER EXPERTS

Subject Matter Expert	Specialty
<p>Steve Marshall Director of HR - Payroll, Benefits & Shared Service Liaison marshals@uww.edu 262.472.1005</p>	 <ul style="list-style-type: none"> • Payroll & Benefits • Board of Directors/Certification Director - Northland HR Association • Society for HR Management (SHRM)- Instructor of certification preparation group
<p>Kate Nagle HR Business Partner naglek@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> • Facilitates Recruitments for Assigned Departments • Processing of New Hires and Contracts • Processing of Change of Status Requests • Processing of Resignations and Retirements • Processing of MSC's and Inter Institutional Employment Overloads
<p>Araceli Partida Gomez HR Assistant partidaa@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> • Fluent in English and Spanish - provides translation • Working with Student Hiring • Working with Camps and Conferences Hiring
<p>Ramon Rocha HR Coordinator rochar@uww.edu 262.472.1024; HY 330</p>	 <ul style="list-style-type: none"> • Fluent in English and Spanish - provides translation for office • Supervises HR & D Student Employees • MFA Tool (for DUO access) • Coordinate the process involving new employee paperwork & International Student employment (i.e. I-9s, direct deposit, etc.) • Campus Notary
<p>Margaret Wheeler, Esq. (MA, JD, LLM) Int'l Empl & Immigration Specialist wheelerm@uww.edu 262.472.1024; CEC 123</p>	 <ul style="list-style-type: none"> • Immigration Specialist • Affirmative Action Program Coordinator
<p>Morgan Stupak HR Generalist stupakm@uww.edu 262.472.1398</p>	 <ul style="list-style-type: none"> • Resource for questions about payroll, additional pays, student payment, and funding transfers. • Takes care of Cost Salary Transfers • Payroll auditor
<p>Tanja Anderson Rock County Admin Specialist andersot@uww.edu 608.898.5039; HS 105A</p>	 <ul style="list-style-type: none"> • Contact for Rock County employee questions • Bilingual - Speaks English and German