



University of Wisconsin  
**Whitewater**

Human Resources  
and Diversity

**OFFICE OF HUMAN RESOURCES & DIVERSITY**

**NEWS & NOTES**

NOVEMBER 2021 (V.4.5)

DIVISION OF ADMINISTRATIVE AFFAIRS

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"Be present in all things and thankful for all things."

- Maya Angelou

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**HELLO WARHAWK FAMILY!**

Welcome to Human Resources & Diversity's News & Notes *November 2021* edition. This month "Spotlight" section, located at the very front, highlights the Title and Total Compensation Project. See page 2 for all of the information you need to know including the timeline of the roll out of the project. After several months of working on this project, it is great to see it come to fruition.

November is also known as the time of year to give thanks. I am thankful for my ever loving and patient family, and so thankful for those who support the UWW campus community with such finesse and grace. The past couple of years have been challenging for so many; however, I have been blessed to observe strength and fortitude of people in these challenging times. I am also grateful for my wonderful friends and my spiritual support. See page 6 for additional Human Resources & Diversity staff comments on what they are thankful for at this time.

This newsletter includes important information for campus, including Title IX training impact report information, multi-factor provisioning authentication process, payroll, and 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](#) to see the current and past editions.

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

Best,

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



**Native American Heritage Month**  
**National Diabetes Awareness Month**  
**Child Safety Protection Month**

November 1	All Saints Day	November 13	World Kindness Day
	Dio De los Muertos	November 17	World Peace Day
November 2	All Soul's Day	November 18	Great American Smokeout
	Student Affairs Town Hall	November 25	Thanksgiving
November 6	National Nacho Day	November 28	Advent Begins
November 7	Daylight saving time ends		Chanukah begins
November 11	Veteran's Day	November 30	Strategic Enrollment Management Forum

A graphic featuring two spotlights on the left and right sides, casting yellow beams of light towards the center. In the center, there is a purple outline of an open book. Above the book, the text "Spotlight of the Month" is written in a purple, serif font.

## Spotlight of the Month



### Title & Total Compensation Study

#### What is Title & Total Compensation

Over the past 2.5 years we have been engaged in the Title & Total Compensation (TTC) Project work. Information on the project can be found at (<https://www.uw.edu/adminaffairs/hr/>) on the tile titled "Title & Total Compensation". This project is designed to ensure consistency in titling and the ability to compare our jobs with similar titles and work done in peer institutions and other organizations to create a market-based pay structure.

#### Title Changes Coming Soon

On November 7, academic staff, university staff, and limited appointees will have updated job titles and new standard descriptions as a result of the Title and Total Compensation (TTC) Project.

Employees will receive a title change notification email in November that will confirm job title, business title, exemption status (hourly or salaried), and salary grade. These changes will become effective November 7.

We want to keep working with you to get it right. If you find errors in this information, please work with your manager and your HR TTC subject matter experts on the corrections.

#### Salary Ranges Available November 1

Updated salary ranges will be available for employees to view on the [Title and Total Compensation Project website](#) November 1.

#### Salary Structure Town Hall Meetings in November

UW System is hosting a [Salary Structure Town Hall Meeting](#) on November 9 and November 18 for employees to learn more about the salary structure.

The Town Hall meeting will cover: How UW System's salary structure was built; How jobs fit into the salary structure; How the salary structure will be maintained; Answer commonly asked questions about employee pay.

## ★ Spotlight of the Month ★

Your Human Resources office is working with the Titling Committee, which includes governance representation, to create a practice directive for the appeals process. Once approved, this practice directive will be posted and distributed appropriately.

### What's next?

- **November 1<sup>st</sup>** - UW System will update the website and job library with pay ranges associated with the TTC titles; further educational materials and learning tools will be published about pay ranges and progression/promotion within ranges
- **November 7<sup>th</sup>** – TTC title and salary grade effective in HRS
- **Week of November 8<sup>th</sup>** – TTC Title Change notice sent to employees from central administration. UW-Whitewater lecturers will receive TTC Title Change notice directly from UW-Whitewater HR
- **November 9<sup>th</sup> and 18<sup>th</sup>** - UW System is hosting a [Salary Structure Town Hall Meeting](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/salary-structure-town-hall-meetings/) on these two dates for employees to learn more about the salary structure. The UWS Virtual Town Hall information can be found here: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/salary-structure-town-hall-meetings/>
- **November 22<sup>nd</sup>** – Title appeal filing period opens
- **December 31<sup>st</sup>** – Title appeal filing period closes



### FLSA Employee Choice:

For those individuals who were sent notices in early September about FLSA switch options, which subsequently was put on hold, the rollout will begin anew on November 7<sup>th</sup> with an Employee Choice Policy, a request form template, and a side-by-side comparison handout. This information will be sent to all affected employees after November 7<sup>th</sup>. The new effective date of change will be January 3<sup>rd</sup>. This is for employees who have been identified as moving FLSA classes (example: from non-exempt to exempt) and have the choice to switch employee class from university staff to academic staff related to benefits and leave earnings.

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

**Amy Sexton, Human Resources Specialist**

Email: [sextona@uww.edu](mailto:sextona@uww.edu)

**Abby Dunkleberger, Human Resources Assistant**

Email: [dunkleba@uww.edu](mailto:dunkleba@uww.edu)

**Victoria Johnson, Human Resources Assistant**

Email: [johnsonv@uww.edu](mailto:johnsonv@uww.edu)



Your Warhawk Human Resources Talent Acquisition & Compensation Management team:

Amy Sexton, Victoria Johnson, Abby Dunkleberger

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.



## Additional Contributions

Looking to increase your WRS retirement? Learn how Additional Contributions can increase your WRS retirement benefit.

By the end of this presentation, you will be able to:

- Define additional contributions.
- Identify how additional contributions increase your retirement fund.
- Arrange to make additional contributions to your WRS account(s).

Find and use ETF resources to calculate your additional contribution amount.

- ◆ Thu, Nov 4, 2021 1:00 p.m. – 1:30 p.m.
- ◆ Mon, Nov 8, 2021 6:00 p.m. – 6:30 p.m.
- ◆ Tue, Nov 16, 2021 11:00 a.m. – 11:30 a.m.

To register, go to: <https://attendee.gotowebinar.com/rt/1677653951083230992>

## Variable Fund

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Does putting money in the Variable Fund make sense for you? You and your employer put money in to your WRS account to save for your future. The money in your account is then invested to increase your savings. By default, your money goes into the Core Fund, but you can choose to put half your money into the Variable Fund.

By the end of this presentation, you will be able to:

- Define Variable Trust Fund and explain how it works.
- Analyze how the Variable Fund can affect your retirement benefit.

Elect to join or cancel the Variable Fund.

- ◆ Wed, Nov 3, 2021 11:00 a.m. - 11:30 a.m.
- ◆ Thu, Nov 18, 2021 1:00 p.m. – 1:30 p.m.
- ◆ Mon, Nov 29, 2021 6:00 p.m. – 6:30 p.m.

To register, go to: <https://attendee.gotowebinar.com/rt/2885050759262337808>

## 403(B) Program Changes

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UW System is making changes to enhance the 403(b) Program, the University's supplemental retirement savings plan.

Updates to the program focus on cost-effectiveness, simplification, and ease of use for 403(b) participants. UW System's goal is to make it easier for participants to enroll, select investments, and monitor investment performance on an ongoing basis. Employees can enroll anytime and manage their elections through their portal.

UW System will host town halls and the vendors are hosting Webinars to discuss the upcoming 403(b) program changes and actions participants may need to take. Complete details including a listing of the upcoming Town Halls can be found here: <https://www.wisconsin.edu/ohrwd/benefits/tsa-changes/>

# ✦ Front Desk and General Office Information ✦

<p>I am thankful for hard work paying off, friends near and far, and my plant collection teaching me the importance of being present and persistent.</p> <p style="text-align: right;">-Dylan</p>	<p>I am thankful for our Student Assistants' many contributions to the success of HR&amp;D!</p> <p style="text-align: right;">-DJ</p>	<p>I am thankful for my overall health, family and friends, and the support of colleagues.</p> <p style="text-align: right;">-Vicki</p>
<p>I am thankful for the people in my life that always support me and continuously help me grow. Sometimes the smallest things like eating a home-cooked meal and spending time with family and friends is way more than I could ask for.</p> <p style="text-align: right;">- Anusha</p>	<p style="text-align: center;">"Acknowledging the good that you already have in your life is the foundation for all abundance." -ECKHART TOLLE</p> 	<p>I am thankful for family and friends.</p> <p style="text-align: right;">- Ramon</p> <p>I am grateful for time. Time with family, time with friends, time to learn, to grow, to change.</p> <p style="text-align: right;">- Stephanie</p>
<p><i>I'm thankful for all of the opportunities I've been given as well as having supportive people around me.</i></p> <p style="text-align: right;"><i>-De'Andra</i></p>		<p>I am thankful for the new opportunities I've been given and the people around me.</p> <p style="text-align: right;">- Kirsten</p>
<p>I'm thankful for all the help we, as Student Assistants, are afforded by the HR staff!</p> <p style="text-align: right;">- Nolan</p>		<p>I'm thankful for God's abundant grace and blessings.</p> <p style="text-align: right;">- Amy</p>
<p>I am thankful for the opportunity to work with international faculty. I am thankful for hearing their unique stories and for their kindness and respect.</p> <p style="text-align: right;">-Margaret</p>	<p>I am truly thankful for the wonderful HR team we have become, to see how much we have overcome and accomplished during these very difficult times makes me so proud. As we continue to navigate these uncharted waters, please remember to give each other gratitude, patience and grace.</p> <p style="text-align: right;">-Connie</p>	<p><i>I am thankful that we get to experience being back on campus, especially since it's my Senior year!</i></p> <p style="text-align: right;"><i>-Grace</i></p>
<p>I am grateful for every day that my family, friends, relatives, coworkers, and pets are safe and healthy.</p> <p style="text-align: right;">- Tanja</p>	<p>I am most grateful for my Spouse, our new pup Allee, my amazing family, and fantastic friends. Life throws so much at us and sometimes, having and giving loving support is so vital for our emotional and physical wellbeing.</p>	<p>I am thankful for my work team and our collaboration!</p> <p style="text-align: right;">- Victoria</p>
<p>NO self hate NO excuses NO pain no gain NO to large quantities of unhealthy food NO regrets NO quitting</p> <p style="text-align: right;"><b>"NO" VEMBER</b></p>	<p>I am also very thankful to be a part of the Whitewater family and love feeling as though I am a part of the campus community.</p> <p style="text-align: right;">- Steve</p>	<p>I am thankful for my faith, husband, and wonderful family &amp; friends.</p> <p style="text-align: right;">- Abby</p>

# ✦ Front Desk and General Office Information ✦

## Multi-Factor Authentication (MFA) Provisioning Process

Any employee who requires MFA access will start by contacting the office of Human Resources and Diversity [HR&D]. According to security requirements of the UW System and iCIT, HR&D will need to verify identity, requiring two (2) forms of identification from the list below:

- UW Affiliation: UW ID Card, UW Health Card, HR Verification Form, Notary Public Form (If a notary public provided the first form of identity, a second form of identity is not necessary.)
- Government-issued ID: State-issued Photo ID, US Military Card, Passport

HR&D is also required to have the employee sign a Multi-Factor Authentication (MFA) Policy Form. Once the identity has been confirmed and the policy form has been completed, HR&D can enable the phone or physical token [Fob] using the DUO portal. Smartphones are the preferred solution.

Student-employees who need MFA for XID, will continue to follow the current process through their supervisor by contacting the iCIT help desk. If you are an employee who currently has MFA and needs additional application access, you will need to contact the iCIT helpdesk as well.

**This must be completed before the end of the calendar year otherwise students will not be able to access their timesheet to enter their time in HRS.**



Human Resources & Diversity Office is open regular hours but due to some staff still working remotely, we request that visitors please call ahead to schedule an appointment.  
330 Hyer Hall \* 262.472.1024 \* 7:45 am - 4:30 pm Monday - Friday

Your Warhawk Human Resources Assistant Chief Human Resources Administrator

Connie Putland



Your Warhawk Human Resources & Diversity Office Coordinator, Front Office Supervisor, and Human Resources Assistant

Ramon Rocha, Sr., DJ Judah,  
Kai Instefjord



Share YOUR Good News!

*Getting married? Having a baby?*

✦ Let us know! ✦

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

## ★ Immigration ★

### 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. She continues to be responsible for immigration cases for all international faculty. In addition, she offers workshops and one-on-one assistance, remote or in-person, regarding EB-1 cases, EB-3 cases, form I-485 and supporting documents. She also assists immigrants in the Whitewater community and beyond, with their immigration cases. 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](mailto:wheelerm@uww.edu);  
262-472-1494



Immigration and  
Affirmative Action Specialist  
Margaret Wheeler, JD



### Renowned Americans from Immigrant Backgrounds - Colin Powell 1937-2021

**Colin Luther Powell** was born in the Harlem neighborhood of New York, New York, on April 5, 1937. His parents were immigrants from Jamaica. He spent most of his childhood in the South Bronx neighborhood of New York City.

At City College of New York, Powell discovered his leadership skills after joining the army's Reserve Officers' Training Corps (ROTC). There he led the drill team and attained the top rank offered by the corps, cadet colonel and graduated from the program in 1958.

He entered the US Army after graduation. During his first tour of duty in Vietnam (1962–63), Powell was wounded in action. He returned for a second tour (1968–69) and received the Soldier's Medal for pulling several men from a burning helicopter. He stayed in the Army after returning home and attended the National War College. He was promoted to brigadier general in 1979, followed by an appointment as the National Security Advisor in 1987 and in lead the Joint Chiefs of Staff in 1989. Powell was the first black US Secretary of State whose leadership has helped shape American foreign policy.



Powell was being treated for multiple myeloma, and was in the early stages of Parkinson's. He passed away on October 18, 2021 from complications from Covid-19.

To read more go to: <https://www.notablebiographies.com/Pe-Pu/Powell-Colin.html#ixzz6VyUU9DDj> or <https://www.cnn.com/2021/10/18/politics/colin-powell-dies/index.html>

# ★ Payroll ★

## Payment for work performed

All payments are made on the bi-weekly [schedule](#). If a request is received and fully approved prior to the work being initiated and prior to the first payroll deadline during the work period, the payment will be split evenly across the payrolls during that contractual timeframe. If the request is received and fully approved for processing after a payroll cycle deadline has already passed, the payment is split out based on the total original payrolls of the contractual timeframe. Then, retroactive (back payment) for any missed payments is made, along with the regular bi-weekly payment. If a request for payment is received after the work has been completed, the entire amount would be paid on the next viable payroll. This is the standard practice for payroll to ensure you are receiving payment for work performed. Variations may occur based on departmental requests, budgeting needs and contractual agreements.

To check the status of a payment, please first contact the department for whom the work is being done to ensure the Change of Status has been initiated and where it is in the process. The department is able to look in the COS system to assess where it is in the approval process and if it has reached HR.

## Payroll Schedule

Visit the [Single Payroll resources web page](#) for frequently asked questions, budget planning information and the 2021 payroll schedules.

## Take the Following Action

If you have automatic payments set up (for example, mortgage, car loan, utilities, etc.), review your monthly budget and prepare for biweekly paychecks. You may want to adjust your automatic payments to match your biweekly paycheck amounts.

### [Single Payroll FAQ](#)

### [2021 Pay Schedule](#)

### [2022 Pay Schedule](#)



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 furlough, please email: [Payroll Support](#)

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

Your Warhawk Program Manager  
Payroll, Benefits & Shared Services Liaison:

Steve Marshall

# ★ Rock County Campus ★

## Handshake at Rock Campus

The Rock County campus has started using Handshake for Fall 2021 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 Fall 2021 semester will run from September 2 - December 17, 2021. There is no service on days where regular semester classes are not in session (Winter, Summer, Spring, and Thanksgiving Breaks as well as any legal holidays observed by UW System). 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](#).



The Warhawk Shuttle service for the Fall 2021 semester will run from September 2 - December 17, 2021. There is no service on days where regular semester classes are not in session.

Your Warhawk Human Resources Rock County Campus Administrative Specialist  
  
Tanja Anderson



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

Email: [andersot@uww.edu](mailto:andersot@uww.edu)

Phone: 608-898-5039

# ★ Title IX ★

## Mandatory Employee Online Training

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."

Information about past due trainings went out recently to both the employee and their "Time Sheet Approver." If you received an email about a training, but that employee no longer works in your area, make sure you have completed the appropriate termination paperwork in the employment tool so they can come off your list.

Look for regular updates and reminders about the trainings.



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.

## Mandatory Student Sexual Assault Prevention Training

Students who have not completed their required online **Sexual Assault Prevention Training** through *Everfi* will have a hold on their account preventing them from modifying their schedule or register for a future semester. This is a training required of all students and is different than the training required by student employees. Students have received bi-weekly notifications since August about the training and the holds. I will be checking the training status daily to release holds of those who have completed the training. We ask that students allow up to 24 hours for the hold to be released since it is a manual process. The goal, as always, is to ensure 100% compliance, but to also get students registered during their assigned time.

For more information, go to the UWW Sexual Misconduct information page located [here](#).



The Title IX Coordinator continues to work remotely but is available for on-campus appointments upon request.



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



# ★ Title IX ★

## Mandatory Student Sexual Assault Prevention Training Impact Report 2020-2021

### Healthy Responses Pre - and Post - Course

In addition to developing knowledge, the online training helps students build skills and attitudes they can use to support a healthy community. These include identifying unhealthy situations, supporting friends, and modeling attitudes that reflect healthy community norms. UW - Whitewater had several areas that showed the training had an impact on their learning about sexual assault prevention and protective behaviors.

	Undergraduates		Adult Learners		Athletes		Grad Students	
	Pre-Course Survey	Post-Course Survey						
I am aware of support resources related to sexual assault and relationship violence at my school.	79%	91%	72%	89%	86%	93%	77%	90%
I know how to report sexual assault at my school.	75%	89%	69%	91%	85%	93%	77%	85%
I am confident in my ability to intervene effectively in a potential sexual assault situation.	84%	88%	89%	93%	91%	94%	88%	93%
A person who has been drinking and is sexually assaulted is never at fault for what happened to them.	80%	88%	85%	87%	82%	91%	93%	93%
I can identify concerning behaviors related to abuse in relationships	91%	96%	89%	93%	91%	96%	95%	96%
Strategies for intervening and supporting survivors	76%	80%	69%	76%	77%	79%	80%	93%
Recognizing relationship abuse	90%	94%	76%	91%	73%	77%	70%	96%
Identifying and understanding harassment	94%	95%	69%	70%	89%	93%	85%	89%
Title IX Amendment	76%	80%	38%	73%	94%	95%	82%	91%

The information here includes the questions from the pre-course survey and the post-course survey that demonstrates a significant increase in knowledge of that particular area. Most notable is the pre and post survey information for Adult Learners.



## Employee Massages

Mark your calendars for November 10th from 10:00am- 2:00pm! We are bringing Cheryl Timm, a local massage therapist to our campus as a wellness initiative for employees. Cheryl will be doing 15 minute chair massages for employees at \$1/minute. Massages will be held at the University Center in room 68A and are **by appointment only**.

We are requesting that employees only sign up for one time slot.

[Click here to register for your appointment!](#)

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

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

## Visualize Your Wellness Workshop

Take a break from your busy workday and join us for an inspiring session to help you visualize your wellness.

We will cover three essential movements:

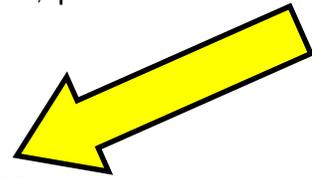
1. Savers- Determine how you can be your own life saver.
2. Explore the poetic inspiration of Amanda Gorman's *The Miracle of Morning* which will help you open a door to healing, as well to human kindness.

Create your personal vision board- Bring your goals, photos, favorite quotes, personal affirmations, and whatever else inspires and motivates you!

This workshop is Facilitated by Angie Alesci and will be held on Wednesday, November 10, 2021 from 12:30pm-2:00pm as a Virtual Session  
Session packets to be delivered

**Sign Up Via Sign-Up Genius by November 8<sup>th</sup>, 2021**

<https://www.signupgenius.com/go/10c0c44acaa2baaffc07-visualize>



## WINGO

WINGO cards are due! Complete your full card by Friday, November 5th and send it to [Benefits@uww.edu](mailto:Benefits@uww.edu) to claim a Warhawk Wellness baseball cap!



## Well Wisconsin Flu Shot Clinic

Protect yourself this flu season by getting your annual flu vaccination!

The Well Wisconsin Program is offering workplace flu clinics.

Flu vaccinations are free and voluntary for all site employees [and spouses] who are enrolled in the State of Wisconsin Insurance Program.

- You will be required to present your medical ID card at the flu clinic.
- After you register for your appointment online, your Next Step will be to complete the digital consent form.
- A link to the digital consent form will be available on the appointment confirmation page and in your confirmation email.
- Nurses administering the vaccine will wear masks. Participants should follow local ordinances regarding masks.

# Wellness

## Well Wisconsin Flu Shot Clinic Contin...

- Date: November 3, 2021
- Time: 8:00am – 11:30pm
- Location: UW Whitewater at Whitewater, University Center 68 A&Bb
  
- Date: November 4, 2021
- Time: 8:00am – 12:00 noon
- Location: UW Whitewater at Rock County, Fireplace Lounge



- The vaccination will protect against the four most likely causes of flu illness during the upcoming season, including the H1N1- strain of influenza.
- The vaccine is preservative-free.
- The vaccine is not recommended for the following individuals:
  - ◆ Those allergic to eggs or egg products
  - ◆ Those who have an active neurological disorder
  - ◆ Those with a fever, acute respiratory or other active infection or illness

[Register Here](#)

## Healthy Recipe Submission by Pam Peyer: Thai Shrimp Salad

### You will need:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• 12 oz Carrots</li> <li>• 2 Small seedless cucumbers</li> <li>• 1 Lime</li> <li>• 4 Cloves of garlic</li> <li>• 8 oz Shredded red cabbage</li> </ul> | <ul style="list-style-type: none"> <li>• 4 oz Arugula</li> <li>• 3 oz Sesame dressing</li> <li>• 2 oz Peanuts</li> <li>• 20 oz Shrimp</li> <li>• 2 oz Sweet Thai chili sauce</li> <li>• 2 tbsp Sugar/ 2 tbsp water</li> </ul> |
|--|---|

### Directions:

- Trim, peel, then grate the carrots on the largest hole of the box grater
- Trim & halve cucumber lengthwise, thin slice crosswise
- Zest & quarter lime
- Peel & mince garlic
- Heat a large nonstick pan and add peanuts, sugar w/ 2 tablespoons of water
  - ◆ Keep stirring until water evaporates & peanuts are coated and toasted
  - ◆ Put in a small bowl and wipe out the pan
- Combine carrots, cucumber, cabbage, arugula, sesame dressing & juice from the lime wedges
- Rinse and dry the shrimp. Melt your butter in a large pan on med-high heat and add shrimp & garlic.
  - ◆ Cook until shrimp is opaque & cooked through
- Add sauce and half a lime zest
- Serve over salad with the candied peanuts!



Your Warhawk Benefits & Wellness Team

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