

NEWS & NOTES

NOVEMBER EVENTS

- November 3 - Winterim 2023 Registration begins
- November 4 - Last Day for students to drop a second 8-week class with no W
- American Red Cross Blood Drive
- November 7 - Spring 2023 Registration Begins
- November 16 - KEPRO Holiday Budgeting Workshop
- November 18 - Warhawk Preview Day
- November 22 - Fall break begins 9:00 pm
- November 23 - 25 - No classes



NOVEMBER 2022 (V.5.5)

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Quote/Thought of the Month

*Education is the passport to the future,
for tomorrow belongs to those who prepare today.*

*La educación es el pasaporte hacia el future,
porque el mañana pertenece a quienes se preparan hoy.*

*"A leader is one
who knows the
way, goes the
way, and shows
the way."*

-John C. Maxwell

WELCOME NEW STAFF IN HUMAN RESOURCES & DIVERSITY!



Morgan Stupak
Human Resources
Assistant

Over the last 8 years I have worked in retail at Starbucks; with 4 years in a management position. I was a store manager throughout all of COVID-19 operational challenges, keeping our doors open and safe while creating a sense of connection in a disconnected time of our lives. My priorities as manager were focused on supporting my employee's work experience, development, safety, and happiness. I attended Lake Superior College in Duluth, Minnesota with a focus in communications and psychology. I graduated with High Honors and an Associate of Arts degree in May 2018.

A few fun facts I want to share about me to break the ice. I recently got married on 2/22/22 at 2:00pm on Sanibel Island, Florida to my partner of 9 years. Together we have 2 cats (Mousse & Chunk) and 2 dogs Shiba Inu (Sushi & Ramen).

I want to bring my experience in interpersonal communications, business-management, and a drive to resolve problems to support and help everyone at UWW. I am very excited to meet everyone, learn and get to know each other.

Human Resources & Diversity Student Employee Spotlight

Student employee and Team Lead Christian Rogers is studying abroad this academic year as an Exchange Student at Sophia University in Tokyo, Japan. Christian started working in the Human Resources & Diversity department in November 2021. He will be studying abroad from September 14, 2022 to March 2023 and is currently a Junior International Business Major with a focus in Data Analysis at UWW. Christian took classes for a little over a year to learn to speak Japanese, and took some time to teach himself the language. His classes will be taught in English, but he looks forward to practicing his language skills outside the classroom.

In Tokyo, Christian will be studying Japanese economy, Society and Government, and Pop Culture. Christian originally learned about Sophia University through his Uncle who graduated from the same university and is currently an IT Consultant. At some point, Christian hopes to work for a Japanese company. Christian is looking forward to the experience and as he states on his LinkedIn page, "As a full time student pursuing an International Business degree, my goal is to gain knowledge, experience, and overall a fresh breath of air within the business field to help benefit my future."

We wish Christian safe travels through the year and look forward to his return next spring, and back in the Human Resources & Diversity department!



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

262.472.1024

BENEFITS & WELLNESS

Pay Attention to Year-End Deadlines

If you're a member of the Wisconsin Retirement System, consider taking action soon to increase your pension or make other changes by year-end deadlines. These include:

- deciding whether to cancel participation in the Variable Trust Fund
- adding money to your WRS account
- purchasing creditable service
- withdrawing a health insurance application/change

Read more: [Pay Attention to Year-End Deadlines | ETF \(wi.gov\)](#)

Open Enrollment CLOSED October 21, 2022

Check your MY UW System portal for your Benefit Enrollment Confirmation Statement in the Benefit Information tile to verify your benefits for 2023. If anything is incorrect, if you missed the deadline and needed to make changes, or if you have questions contact Stephanie Hartmann, HR Manager at hartmans@uww.edu or 262-472-1397.



TIAA On Campus

December 13, 2022 9:00am-4:00pm

To schedule an appointment visit - www.TIAA.org/schedulenow or by calling 800-732-8353



Employee Well-being Webinars

To live well, it is important to take care of yourself—physically, emotionally, and financially. One of the ways you can do that is by increasing your knowledge about various aspects of your well-being. Below is a selection of upcoming webinars that are available to help keep your well-being on track! Most of the webinars require registration, last approximately 60 minutes, and all are listed in Central Standard Time (CST).

[Click here to view a list of webinars.](#)

For information on upcoming wellness opportunities,
[Click here to check out the Worksite Wellness website](#)



IMMIGRATION

This is an important and relevant immigration law change that our International faculty who are now in permanent resident/green card status may find informational. The following information is edited from the USCIS website:

<https://www.uscis.gov/newsroom/alerts/uscis-extends-green-card-validity-extension-to-24-months-for-green-card-renewals>

USCIS Extends Green Card Validity Extension to 24 Months for Green Card Renewals

U.S. Citizenship and Immigration Services (USCIS) is automatically extending the validity of Permanent Resident Cards (also known as Green Cards) to 24 months for lawful permanent residents who file Form I-90, Application to Replace Permanent Resident Card. USCIS has updated the language on Form I-90 receipt notices to extend the validity of a Green Card for 24 months for individuals with a newly filed Form I-90. These receipt notices can be presented with an expired Green Card as evidence of continued status.

If you no longer have your Green Card and you need evidence of your lawful permanent resident status while waiting to receive your replacement Green Card, you may request an appointment at a USCIS Field Office by contacting the [USCIS Contact Center](#), and we may issue you an Alien Documentation, Identification, and Telecommunications (ADIT) stamp after you file Form I-90.

For more information, visit our [Replace Your Green Card](#) page. If your mailing address changes while your case is pending, please update it through your [USCIS Online Account](#), if you have one.

TITLE IX

What It Is

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

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

If you are interested in having the Title IX Coordinator come to a department meeting to engage in dialogue learning more about how it applies at UWW, contact Dr. Vicki Schreiber at titleix@uww.edu or 262-472-2143.

PAYROLL

University Staff: Use Paid Leave Before Year-End

University Staff should plan ahead and schedule paid leave now to avoid losing hours that are not eligible for carry over into 2023.

Personal, Legal and Floating Legal Holidays – Use by December 31, 2022

Personal, Legal and Floating Legal Holidays granted for 2022 must be used by December 31, 2022, or they will be lost.

Floating Legal Holidays will be granted for December 24 and December 31, 2022 and must be used by December 31, 2022. A floating legal holiday occurs when a legal holiday falls on a Saturday. An employee is granted eight hours of floating legal holiday (prorated, if part-time). When a legal holiday falls on a Sunday, the legal holiday is observed, and the UW System is closed on the Monday following the legal holiday.

Vacation

All vacation hours carried over from 2021 must be used or banked (if eligible) by December 31, 2022, or they will be lost.

Vacation not used within the calendar year earned may be carried over until December 31 of the following year.

Use the [View Absence Balances tipsheet](#) to review your Vacation Carryover, Personal Holiday and Legal Holiday leave balances. Your Legal Holiday balance includes any Floating Legal Holiday hours.

Note for Faculty, Academic Staff, and Limited Appointees, paid leave is granted on a fiscal year basis (July 1 – June 30).

Resources

UW System Policies:

[UW System Administrative Policy 1210 \(formerly BN1\) Vacation](#)

[UW System Administrative Policy 1211 \(formerly BN2\) Personal Holiday and Legal Holiday Administration](#)

If you have further questions, please contact payroll@uwss.wisconsin.edu for additional help.

Single Payroll

The Single Payroll project was a system-wide initiative to standardize UW System payroll by eliminating the monthly payroll cycle and moving all employees to a biweekly payroll cycle. This change was completed July 2021. If you continue to have questions about the biweekly payroll, this includes how your salary is split, deductions, etc., here is the website for reference: <https://uwservice.wisconsin.edu/single-payroll> . If this does not resolve your questions, please contact marshals@uww.edu for further assistance.

TALENT ACQUISITION

Unconscious Bias Training

The Unconscious Bias Training has recently been revamped; it has been condensed and broken into four parts for your convenience. **We are asking anyone that will be serving on Search and Screen Committees who took their training prior to 10/15/2022 to retake the Unconscious Bias Training in Canvas.** A score of 80% or better on the Quiz is required to pass the course.

Once you have successfully completed this updated Unconscious Bias Training and the quiz, you will not be required to take the training again until any updates need to be made to the course in the future.

We apologize for any inconvenience, but once this is completed you should be in compliance for the

foreseeable future and there will not be a need to upload your scores into TAM.

If you did not complete the Unconscious Bias Training previously, and would like to be added to the course, please email Kate Nagle at naglek@uww.edu or Grace Dargiewicz at dargiewg@uww.edu and you will receive a notification that you have been added to the course.

If you took the course prior to 10/15/2022 you will not receive a new notification, but you can log into Canvas and view the new course and take the quiz (link below).

URL: <https://uws.instructure.com/enroll/GWANH6>

Campus Open Position Finalist Travel Planning

As a campus position search support, you may be called upon to arrange travel for finalists in the search to visit campus.

One way to do this is to set up a travel “**Administrative Group.**” The advantage of setting up an Administrative Group with Travel, Inc. is that you do not need to gather personal identifying information from the candidates and the charges for travel can be made to a pre-determined travel purchasing card. Once your Admin Group is established, Travel, Inc. will forward you a Group Number that your travelers use to set up their travel directly with the travel agency.

Information on how to request an Administrative Group can be found on the UW-System Website: <https://www.wisconsin.edu/travel/planning/group-travel/establishing-an-administrative-group-using-a-purchasing-card-on-file-for-future-department-reservations/>

Alma Ramirez, Regional Travel Manager for UW System (aramirez@uwsa.edu) would be the contact for any additional questions.

*“Sourcing and finding people is the most important. You can’t recruit, message, or network with someone you haven’t found.”
– Glen Cathey*

TRAINING AND PROFESSIONAL DEVELOPMENT

Looking for other ways to connect with employees across campus? There are groups that will meet up in various areas across campus for lunch, joining mini-campus tours, find opportunities to volunteer, a walking group, and emails about sports (going to games as a group, or signing up for bowling, etc.). Join a group by clicking on [this link!](#)

For our last mini-campus tour, Wes Enterline took new hires around the Alumni building and shared some very interesting history and old pictures! We also got a private viewing of the Log Cabin and Little Red Schoolhouse in the middle of campus.

Look for upcoming trainings and workshops:

The **Unconscious Bias Training** for those sitting on a Search and Screen Committee has been updated in Canvas. You can find it here: <https://uws.instructure.com/enroll/GWANH6>

For those looking for an **Equity, Diversity and Inclusion Workshop**, check out the **National Coalition Building Institute information on the next page.**

What's coming up (check it out on the Events page <https://events.uww.edu/> and filter on Faculty and Staff Workshops and Training):

- Entering Travel Expenses (Alma Ramirez is coming to campus)
- Initial Cross Training Workshop (let's dive into what cross training needs are on campus)
- Taking Time for Yourself Workshop (it's a busy time of year, don't forget to take care of yourself)

Next year:

- Student Supervisor Training
- New Hire Campus Orientation
- Blended Administrative Support and Supervisor Training at Rock Campus
- Updated Recruitment Process Training
- Performance Review Training
- And more!

Do you want a specific training, workshop, or team building activity to meet a need in your department? Any interest documenting processes and formulating workflows? Please reach out and let's discuss!



TRAINING OPPORTUNITY

National Coalition Building Institute (NCBI)

Academic Affairs is proud to offer NCBI's full-day, in-person Equity, Diversity, and Inclusion Workshop during Welcome Week and throughout fall semester!

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

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

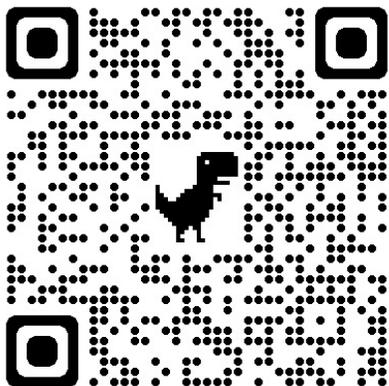
The deep inter-personal and intra-personal work facilitated in this workshop has the potential to impact your work with students and peers on campus and beyond. This workshop is open to all UW-W employees and students and is appropriate for all levels of experience and comfort with EDI work.

UWW NCBI DEI Half-Day Workshop (open to all)

December 2, 2022 1:00 - 4:30 pm

Please sign up for this and other workshops here: <https://my.uww.edu/SignUp/Admin?filter=True&month=8&year=2022>

To learn more about NCBI at UW-W, please visit: <https://www.uww.edu/ncbi>



HUMAN RESOURCES & DIVERSITY SUBJECT MATTER EXPERTS

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

Subject Matter Expert	Specialty	
<p>Connie Putland <i>Interim Chief Human Resources Officer</i> <i>putlandc@uww.edu</i> <i>262.472.1024</i> <i>HY 330</i></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>Tanja Anderson <i>HR Rock County Admin Specialist</i> <i>andersot@uww.edu</i> <i>608.898.5039</i> <i>HS 105A</i></p>		<ul style="list-style-type: none"> • Contact for Rock County employee questions • Bilingual - Speaks English and German
<p>Grace Dargiewicz <i>Human Resources Business Partner</i> <i>dargiewg@uww.edu</i> <i>262.472.1024</i> <i>HY 330</i></p>		<ul style="list-style-type: none"> • Talent Acquisition Management • Recruiting • Staffing employees
<p>Gina Elmore <i>Training and Org Dev Manager</i> <i>elmoreg@uww.edu</i> <i>262.472.1024</i> <i>HY 330</i></p>		<ul style="list-style-type: none"> • Training and Development • Workday Implementation
<p>Stephanie Hartmann <i>HR Manager - Benefits/Wellness/FMLA</i> <i>hartmans@uww.edu</i> <i>benefits@uww.edu</i> <i>262.472.1024</i> <i>HY 330</i></p>		<ul style="list-style-type: none"> • Benefits • FMLA • Wellness Coordinator • Resignations and retirements
<p>Kai Instefjord <i>HR Manager</i> <i>instefjoke08@uww.edu</i> <i>262.472.1024</i> <i>HY 330</i></p>		<ul style="list-style-type: none"> • Student Employment & Camps Contracting • Processing of Unemployment requests

HUMAN RESOURCES & DIVERSITY SUBJECT MATTER EXPERTS

Subject Matter Expert	Specialty	
<p>Damon Judah (DJ) <i>HR Generalist</i> judahdf04@uww.edu 262.472.1024 HY 330</p>		<ul style="list-style-type: none"> • OBIEE (Business Intelligence) to provide data across institution • Ingeniux (web content software - HR & D website administrator) • Excel for reporting & organizing data • Riskconnect to input Worker's Compensation claims • MFA Tool (for DUO access) & ShopUW
<p>Steve Marshall <i>Director of HR - Payroll, Benefits & Shared Service Liaison</i> 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 <i>Human Resources Business Partner</i> naglek@uww.edu 262.472.1024 HY 330</p>		<ul style="list-style-type: none"> • Talent Acquisition Management • Workflow Management
<p>Ramon Rocha <i>HR Coordinator</i> rochar@uww.edu 262.472.1024 HY 330</p>		<ul style="list-style-type: none"> • Fluent in English and Spanish - provides translation for HR & D Office • Supervises Human Resources & Diversity Student Employees • MFA Tool (for DUO access) • Coordinate the process involving new employee paperwork (i.e. I-9s, direct deposit, etc.) • Campus Notary
<p>Vicki Schreiber, Ph.D. <i>Title IX Coordinator</i> 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>Margaret Wheeler, Esq. (MA, JD, LLM) <i>Int'l Empl & Immigration Specialist</i> wheelerm@uww.edu 262.472.1024 CEC 123</p>		<ul style="list-style-type: none"> • Immigration Specialist • Affirmative Action Program Coordinator