

WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Hello Warhawk family, and happy November!!!! I wish you all a very happy Thanksgiving and hope you are able to spend a much needed break with family and friends.

Please join me in welcoming Josey Suiter to the HR staff! Josey is our new HR Coordinator and we are so excited to have her on our team. Please stop in the office when you are in Hyer Hall and introduce yourself.

ATP update: On October 6, 2023 The Board of Regents approved a revised Workday implementation timeline with a new go live date of July 2025. This new timeline means we will have adequate time to prepare for a successful implementation and quality user experience. To learn more go to <https://atp.wisconsin.edu/workday/>

Pay Plan: We have no new news regarding the pay plan but I want to reiterate that we are ready to go when the approval is announced.

HR Happenings: Please join the HR Department on November 16, 2023 in UC 259 or via [Webex](#) from 9:30 am to 11:00 am for a session of HR Happenings. We will be debuting the "U Matter" Wagon as well as providing information, news and updates on all things, HR related. There will also be time for a question and answer period.

Leave Reports: Make sure you are up to date with your leave reports! If you haven't completed them it could affect your sick leave balances, go to the payroll section for more details.

Inclement Weather: With winter weather upon us, I wanted to highlight our [Inclement Weather policy](#). Regardless of whether campus is open or closed, employees absent from work due to inclement weather or emergency conditions, must use available leave time (other than sick leave) or use leave without pay. Employees may, with approval of their supervisor, work from home or arrange to make up the time within that same pay period.

Updated I-9: Please make sure you are using the most recent I-9 form, as of November 1st, we will no longer be able to use the older versions.

As I mentioned in the July newsletter, the HR department had a consultant come to campus and conduct an assessment of our processes. Thank you to those who participated in the interviews. We have our report and are preparing for a strategic planning session to set our top initiatives for the coming year.

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



Connie Putland
Chief Human Resources Officer
Human Resources

November 2023 (v.6.5)

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[HR Subject Matter Experts](#)

*If you have questions about any of our subject areas, please refer to this or past editions of the newsletter. Go to our News & Notes webpage located [here](#)



Nunca veas a alguien hacia abajo, a menos que le estés ayudando a subir.

BENEFITS

OPEN ENROLLMENT – ended October 20, 2023

Be sure to check your **MyUW** Portal Benefit Information tile – Benefit Confirmation Statements tab and confirm your elections for 2024. If anything needs to be changed please contact the Benefit Team at Shared Services immediately to start an appeal. You can contact the Benefit Team at benefits@uwss.wisconsin.edu or by phone at 888-298-0141.

KEPRO Workshops/Webinars -Accessing Mental Health Support During the Holidays

November 22, 2023 from 12:00pm – 1:00 pm

The holidays are a time of great joy for many but can also be an unexpected source of grief and stress. This class will discuss the negative impact the holidays may have on our mental health, de-stigmatizing getting the mental health support you need, especially in the Black community, and the tools and resources available to you by your employer. Remember, the only mistake you can make is not asking for help.

See the [Worksite Wellness website](#) to register

Competent Leadership

November 8, 2023 from 12:30 pm-1:30 pm

Leadership is a critical skill that every professional should possess in order to be successful in today's work environment. In this interactive workshop, we will discuss the essential skills needed to enhance your own leadership abilities, including how to motivate employees and effective communication strategies. Participants will also explore the five components of an emotionally intelligent leader. See [flyer](#) for details

Register for this event at sowi.mylifeexpert.com

TIAA ON CAMPUS

November 15, 2023 for one-on-one sessions

No matter where you are in life—just getting started or planning for retirement—a session with a financial advisor can help you create a plan for your goals. And, it's at no additional cost as a part of your retirement plan. You'll get answers to these questions and more:

- Am I invested in the right mix of investments to help meet my goals?
- Am I saving enough to create the retirement income I need?
- How do I take income from my retirement account once I stop working?

Space is limited, to reserve your spot register at www.tiaa.org/schedulenow or call 800-732-8353.

WELLNESS

WINGO

- WINGO 2023 is wrapping up this month, make sure to turn in your cards!
- You can turn in your card by sending it to worksitewellness@uww.edu or by bringing it to the HR Office in Hyer Hall 330 by the end of this month!
- When you turn in your WINGO card, you will receive a Worksite Wellness winter hat, just in time for the winter season!

[Well Wisconsin Webinars](#)

U MATTER UPDATES

U MATTER AT U ROCK

Chancellor Corey King was on the Rock County campus on Wednesday, October 25th to share the message of mattering with a presentation including a viewing of Zach Mercurio's presentation along with free T-shirts and food, it was a great day! The Rock County campus also debuted their new electronic sign!



LOKI what the Social Work Department is doing!

The Social Work department has made copies of the postcard given out at the Zach Mercurio presentation on 8/29/23.

We keep them by our mailboxes as a reminder of a tool we have to be able to improve culture and create mattering.

Jotting something down and passing it along to another, can lift two spirits.

We have also made sure to spread the message to our adjunct faculty. – Susan Morris



Be sure to attend HR Happenings

On November 16th from 9:30 am - 11:00am in the University Center Connor Conference Room UC259 for the debut of the **U Matter Wagon!**

If you see ways on campus that the U Matter messaging is being shared or if you or your department are doing things that you would like to share please send us the info by emailing worksitewellness@uww.edu!

We welcome suggestions/ideas for programming for 2024. If you have an idea or something you would like to share please email us at worksitewellness@uww.edu.

Stay up to date on Benefit and Wellness opportunities by checking out the [Worksite Wellness](#) website!



TRAINING & PROFESSIONAL DEVELOPMENT

ATP

Important update regarding the Administrative Transformation Program (ATP) Workday Implementation. ATP has released a revised timeline for the Administrative Transformation Program Workday Implementation, with a new go-live date of July, 2025. The timeline revision will allow adequate time for thorough end-to-end and user testing, integration of ancillary systems, effective adoption of business process changes, and ultimately, full realization of the benefits of Workday. Please see the timeline below:

Testing:

- End-to-End Testing July 2023 – August 2024
- User Experience Testing August 2024 – October 2024

Training:

- End User Training to begin March 2025

What this means for you:

- Please continue your participation in the Workday Walkthroughs as you deem appropriate. For any other information, please reference this website: <https://atp.wisconsin.edu/workday/>

Thank you all again for your collaboration and continued support as we modernize our technology and standardize business processes.

November Walkthrough on Thursday, November 9th from 3:00 pm - 4:00 pm:

- a. Topic: How Workday Streamlines Performance Management
- b. Audience: HR personnel who track performance and employees who receive or conduct performance reviews
- c. Location: <https://uwmadison.zoom.us/j/96729165841> (no passcode)

Training & Development:

Please join us on Tuesday, November 14 from 10:00 – 11:00 a.m. at the University Center, Room 275B for our informative session: **"Supervisor Expectations: Sick Leave and Beyond"** which will be led by our Human Resources team. During this session, we will offer valuable guidance to help you navigate essential topics, such as sick leave policies, insights on the Family Medical Leave Act (FMLA), accommodations under the Americans with Disabilities Act (ADA), and fostering workplace flexibility.

New Hire Quarterly Orientation to be held November 28. New employees hired since August 21, 2023 will receive a calendar invite. If you would like to participate and had missed a previous quarterly orientation, please email elmoreg@uww.edu.

TALENT ACQUISITION

Recruitment

You can find all of our recruitment policies and best practices on our website

<https://www.uww.edu/adminaffairs/hr/recruitment>

If you are in need of filing a vacancy with an emergency hire appointment please view our Emergency Hire Policy: <https://www.uww.edu/adminaffairs/hr/recruitment/tam-best-practices>

CBC Charges

Each hiring department pays for the cost of the CBC for their employees. The base cost is \$23.54 per background check. This may be slightly higher if the check is in a state that does not have on-line records. When completing the CBC request form, you are required to include the department funding string.

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

New I-9 Forms As of 11/1/2023, any I-9 form that is not dated 8/1/2023, will be turned away. Please reach out to the HR department if you need updated I-9 forms.

Direct Deposit & W4 Forms

***Effective immediately!!!** All UW-Whitewater employees should be setting up their **DD and W4** forms via [MyUW portal](#) on their first day! The HR Office will no longer provide paper copies of these forms and will be phasing them out in the **near** future. If you are unsure how to do this, please follow [these instructions](#) or email us at hr@uww.edu assistance.

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>

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

PAYROLL

DID YOU KNOW?

University Staff should use any “Carryover Vacation” Paid Leave Before Year-End. Plan ahead and schedule paid leave now to avoid losing hours that are not eligible for carry over into 2024. Personal, Legal and Floating Legal Holidays – Use by **December 31, 2023**. Personal, Legal and Floating Legal Holidays granted for 2023 must be used by **December 31, 2023**, or they will be lost.

DID YOU KNOW?

University Staff have two Floating Legal Holidays in 2023. December 24, 2023 and December 31, 2023 are Floating Holidays and must be used by **December 31, 2023**. 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.

DID YOU KNOW?

There will be changes to how benefit insurance premiums are deducted from your payroll. This change is coming next month in **December of 2023**. Please watch for direct communication from UW Shared Services in your email and watch for news in the Portal. More to come...

Direct Deposit and W4 Online Forms

Reminder: Direct Deposit and W4 forms must be completed Online, through [MyUW](#) portal, for all student employees and staff. Direct Deposit Hard Copies will no longer be accepted and must be completed on line. Please reach out hr@uww.edu with any questions or concerns.

- 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@uww.edu

IMMIGRATION

What do our National Park Service and Citizenship/Naturalization/USCIS have in common? (National Parks are “America’s Best Idea”)

The National Park Service and U.S. Citizenship and Immigration Services (USCIS) have renewed their formal partnership/agreement to enhance citizenship ceremonies by holding them in various national parks across the United States. This partnership introduces new citizens to the United States’ most significant natural resources and cultural heritage sites.

For more information, please read:

<https://www.nps.gov/subjects/partnerships/newcitizens.htm>

<https://www.nps.gov/pore/learn/news/newsreleases-20230907-naturalization-ceremony23.htm>

Video: <https://www.facebook.com/PointReyesNPS/videos/506001053278452>

Point Reyes Station, CA – The public was invited to witness 40 candidates from many different countries become new American citizens at Point Reyes National Seashore on **Wednesday, September 13 at 10:30 am**. The ceremony took place in the Bear Valley group picnic area.

The new citizens come from Albania, Australia, Brazil, Canada, China, Colombia, Czech Republic, El Salvador, Ethiopia, France, India, Ireland, Mexico, Peru, Spain, Turkey, Ukraine, and the United Kingdom.

"We are pleased to host this ceremony on the park's anniversary date. What better place to become a citizen of the United States than in a national park," said park superintendent Craig Kenkel. "We are honored that these candidates chose Point Reyes National Seashore to take the oath of citizenship. It's a moving ceremony, and we hope the public joins us on September 13 in welcoming these new citizens."


Point Reyes National Seashore is one of more than 400 units within the National Park Service (NPS). Point Reyes was established in 1962 by President John F. Kennedy, "to preserve a portion of the diminishing seashore of the United States that remains undeveloped."

FROM

The Office

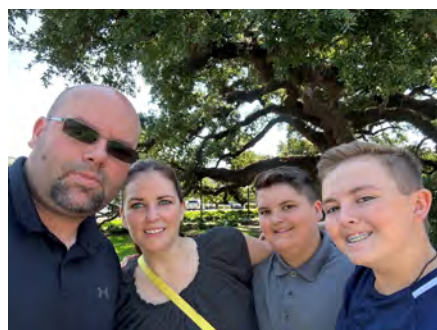


NOVEMBER: Native American Heritage/Family Caregivers/Diabetes Month

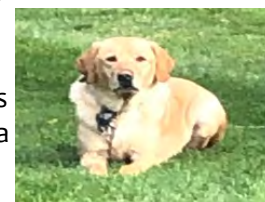
- 11/2 U.S. General Election Day
- 11/11 Veterans Day
- 11/20 Universal Children's Day
- 11/23 Thanksgiving 
- 11/24 Black Friday



Campus-wide Safety Awareness: [Risk and Safety Tips for the month of November](#) [Risk and Safety Newsletter Nov - Dec](#)



"I want to take a moment and introduce myself. My name is **Josey L. Suiter**. My background is in Healthcare and with the last 5 years being a contracted Cardiology coder for OptumInsight. I am a mother of two teenage boys (Russ & Ryan). My husband (Dean) and I are high school sweethearts and celebrated our 18 year anniversary this month. We have a yellow lab (Lily) who keeps us on toes! I am a lover of all things gardening and enjoy a variety of Podcasts. I am very excited to be joining the HR team!"



Checkout this month's featured recipe: [Bacon Potatoes Au Gratin](#)

The Human Resources Office is open regular hours Monday - Friday 8:00am - 4:30pm, we request that visitors please call ahead at (262) 472 - 1024 or email hr@uww.edu to schedule an appointment.

For more information or questions on any of these subjects, please contact one of our [HR Subject Experts](#)