

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

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HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes *November* edition. As the leaves change color and the weather gets cooler, the closer we get to the end of 2020. This is the time of year we traditionally give thanks. I want to start by giving thanks to the wonderful, hardworking staff in the Human Resources & Diversity department. Our team has worked hard to assist employees across campus with benefit, payroll, training, immigration, Title IX, and employment needs and I am so proud of their hard work.

Follow the links on the left of this page to take you to the subject matter for this *November 2020* 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



*"Gratitude turns what we
have into enough."*

-Melody Beattie



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Whitewater

Human Resources and Diversity

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hr@uww.edu

Office Hours: 7:45 am - 4:30 pm M-F

November

BENEFITS & WELLNESS

September's Million Step Challenge Winners

Traveling Trophy Winners

Meet the Winners of September's Million Step Challenge Traveling Trophy!

CONGRATULATIONS TO **TEAM Travis L** -

Travis Larson, Michelle Larson, Katie Sheffield (Third time in a row!!)



November Webinar's

UW System - UW System has a large variety of webinars in the month of November. For a complete list and to register, please click [here](#)

ETF - ETF has a variety of webinars in the month of November. For a complete list and to register, please visit this link: [ETF](#)

FEI Behavioral Health - To register, click [here](#) or on the box below.

NOVEMBER 18
*Cultivating Digital Wellness:
 Digital Declutter*

REGISTER

Electronic devices. Apps. Social media. It seems like everything digital is designed to steal your time and attention. We'll discuss how social media and digital devices are designed to distract us. You'll also learn how to clear your digital clutter, set achievable goals and regain your focus—both "IRL" (in real life) and online.

Presented by Raquelle Solon
 Business Solutions Engineer,
 FEI Behavioral Health



BENEFITS & WELLNESS

WINGO update:

Reminder, WINGO ends on November 15th. Completed cards must be submitted to the HR front desk or to benefits@uww.edu by 11/15 to receive your free Warhawk Wellness blanket.

Pictures we have received for WINGO:



Megan Matthews submitted this picture of her Beagle, Josephine at Ora Rice Memorial Arboretum



“When I signed up for the 2020 WINGO, I decided that this would be a good push for me to step outside my regular zone and ride Fred at other state parks. Go see some different scenery! So off we went and found water to play in at Bong State Park and a lot of miles on trails at 2 other parks we have not been at. Fred is a 24 year old Thoroughbred horse. He has been in my life for 20 years. His first career was a race horse. He is now a trail riding, jumping horse that loves both of his new jobs. WINGO got us out to other places in Wisconsin. We rode and trained and then showed up in Indiana. Here we are all fit and jumping at a competition! Thanks WINGO for having us step outside our comfort zone.” – Jane Mortensen

The Benefits & Wellness team is continuing to work remotely. Please be assured that we are monitoring emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.



Your Warhawk Benefits Team
Stephanie Hartmann & Aubrey Maciosek



Share YOUR Good News!
Getting married? Having a baby?
◆ Let us know! ◆
We'd love to share it in News & Notes!

Email good news to benefits@uww.edu



GIVING THANKS

I am thankful for my health and finally being able to see my extended family on Thanksgiving after almost a year apart due to COVID J - Aubrey

I'm thankful for my pets finally settling down and getting used to each other, and helping me stay grounded. I am also grateful for having a wonderful support system after living up here for only a year and a half.
-Gina



During this season of Thanksgiving, I am thankful for friends and family. - Sarah

I am thankful for my wonderful colleagues that help each other get through each day with laughter and compassion and for my family and friends who keep me grounded. - Connie

During this season, I am thankful for my family, friends, wonderful work colleagues, and the power of hope.—Tanja

During this season of Thanksgiving, I am thankful for my faith, husband, family, job & sunny days. - Abby

During this season of Thanksgiving, I am thankful for the closeness of my family - Victoria

During this season of Thanksgiving I am thankful for God's endless grace and the love of family and friends. - Amy

During this season of Thanksgiving I am thankful for the gift of family and friends, countless blessings and the police officer that let me off with just a warning!
- Stephanie

I am thankful for my family and friends. - Andrea

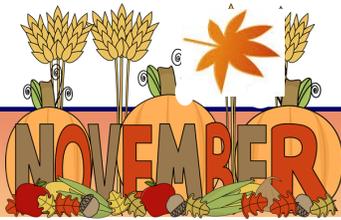
During this season of Thanksgiving, I am thankful for the continued health of my family and friends, the access to healthcare that I am afforded, and my right to vote! - Dylan



"I am grateful for the love and compassion of my family, healthcare and the brave front-line employees, and the technology that allows us all to stay connected during these crazy and uncertain times." -Reggie



I am thankful for my job, my health, my family, and my mobility during a time when others are having those things taken from them rapidly and unexpectedly.
-Vicki



HR & D'S FRONT DESK

- November** **Native American Heritage Month**

- November 1** **All Saint's Day**
 Daylight Savings Time Ends (fall back)
 Dia de los Muertos
- November 2** **All Soul's Day**
- November 3** **U.S. General Election Day**
- November 9** **World Freedom Day**
- November 11** **Veteran's Day**
- November 13** **Friday the 13th**
- November 15** **America Recycles Day**
- November 17** **World Peace Day**
- November 26** **Thanksgiving Day**

<http://holidayinsights.com/moreholidays/november.htm>



*Your Warhawk Assistant Chief
 Human Resource Officer:
 Connie Putland*



Employee Assistance Program

Our **Employee Assistance Program (EAP)** is **FREE** to UW System employees, their spouses or significant others, and their dependents. FEI Behavioral Health provides a guide to achieving greater work-life balance and overall health and wellbeing. Employees who are in need of guidance or support are encouraged to contact the:

Employee Assistance Program (EAP) through FEI
<https://www.feieap.com/>
 (Username: SOWI)



In an effort to practice social distancing due to COVID - 19, Human Resources & Diversity Office is open regular hours but request that visitors please call ahead to schedule an appointment.

*Your Warhawk Human Resources & Diversity
 Office Coordinator, Front Office Supervisor, and Student & Camps Specialist
 Ramon Rocha, Sr., DJ Judah, Kai Instefjord*



PAYROLL

Changes Coming to Payroll Processing Will Affect All Employees

What is changing:

All employees will be paid bi-weekly, effective January 17, 2021:

- 26 paychecks for annual employees
- 20-21 paychecks for academic employees depending on academic calendar date ranges

How will the transition occur for monthly employees:

January payments for monthly employees:

- Full monthly paycheck paid 01/04/2021 (pay for month of December)
- Partial monthly paycheck paid 02/01/2021 (pay through January 16)
- First bi-weekly paycheck paid 2/11/2021 (pay for January 17 - 30)

What are the benefits to employees:

- Many new academic staff or faculty will receive their first paycheck sooner
- More frequent and evenly distributed paychecks
- Bi-weekly payroll is predictable, consistent and easy to understand
- Most deductions will be split over two checks instead of one
- Multiple jobs will be paid on one paycheck

How will insurance premiums be paid:

Most deductions will be evenly split between bi-weekly A and B paychecks:

- All Insurance premiums including health opt out
- HSA employee and FSA deductions

Recommended actions for employees:

Review personal finances:

- Budget for bi-weekly paycheck and split deduction schedule
- Review personal automatic payments schedule (mortgage, auto loan, utilities, etc.)

FAQs for Single Payroll/Split Deductions: <https://uwservice.wisconsin.edu/single-payroll>

STAY TUNED. . . MORE INFORMATION TO FOLLOW.

PAYROLL

Legal Holidays and the Use of Furlough

To earn and be paid for a legal holiday, employees must be in pay status the day before or the day after the legal holiday. Pay status includes working or using paid leave, whereas furlough is unpaid time off. If furlough is taken both the day before and the day after a legal holiday, the employee will not earn or be paid for the holiday. The full text of the policy may be found here: [Legal Holiday Policy](#)

To be eligible for a paid legal holiday, you must:

- Be eligible for sick leave
- Be actively employed on the legal holiday

And one of the following:

- Be paid for the work day immediately before the legal holiday
- Be paid for the first work day immediately following the legal holiday
- Work on the legal holiday

Vacation and Personal Holiday Carryover for Academic Staff and Limited Appointees (currently paid monthly)

UW System President Thompson has issued the following interim policy regarding the carryover of leave benefits for University Staff employees. The full policy may be viewed here: [Interim Vacation/Personal Holiday Carryover for Faculty, Academic Staff and Limited Appointees](#)

Vacation Time: "... any unused vacation time carried over from fiscal year 2019 into fiscal year 2020 may be carried forward one additional fiscal year. Vacation carried over in this manner must be utilized by **June 30, 2021**. Any amount of unused vacation time earned in fiscal year 2020 may be carried over into fiscal year 2021. Vacation carried over under this section must be used by June 30, 2021."

Personal Holidays: "... any personal holiday hours earned in fiscal year 2020 by faculty, academic staff and limited appointees may be carried over, without limitation, into fiscal year 2021. Hours carried over under this section must be used by **June 30, 2021** or they will be lost.

Vacation and Personal Holiday Carryover for University Staff Employees (paid biweekly)

UW System President Thompson has issued the following interim policy regarding the carryover of leave benefits for University Staff employees. The full policy may be viewed here: [Interim Vacation/Personal Holiday Carryover for University Staff Employees](#)

PAYROLL

Vacation Time: "... any unused vacation time carried over from calendar year 2019 into calendar year 2020 may be carried forward one additional calendar year. Vacation carried over in this manner must be utilized by **December 31, 2021**. Any amount of unused vacation time earned in calendar year 2020 may be carried over into calendar year 2021. Vacation carried over under this section must be used by December 31, 2021."

Personal Holidays: "... any personal holiday hours earned in calendar year 2020 by University Staff may be carried over, without limitation, into calendar year 2021. Hours carried over by University Staff under this section must be used by **December 31, 2021** or they will be lost.

July 4th Floating Legal Holiday

When a legal holiday falls on a Saturday (July 4th, 2020), the employee is granted eight hours of floating legal holiday (prorated, if part-time).

Floating legal holidays can be used like any other paid leave, and must be used by the end of the "year" in which it was earned. This will be: **December 31, 2020** for University Staff employees, and **June 30, 2021** for Academic Staff or Limited appointees. The full text of the policy may be found here: [Legal Holiday Policy](#)

Quick Links

[2020 Payroll Calendar](#)

[2021 Payroll Calendar](#)

[2020-2021 Academic Year Calendar](#)

[Furlough Timesheet Entry for NON-INSTRUCTIONAL Monthly Employees](#)

[Furlough Entry for INSTRUCTIONAL 9-Month Employees](#)

For questions regarding earnings statements, funding, leave reporting, monthly payroll, furlough, etc. please email: [Payroll Support](#)

For questions regarding processing the biweekly payroll (timesheet entry and approval, exceptions, etc.) please contact: [Tara Barbosa](#) or [Shared Services](#)



Your Warhawk Payroll Team
Reggie Brown, Andrea Campbell

IMMIGRATION

UW-Whitewater Immigration Courses

UW-Whitewater will continue to support its international faculty and employees with current and future ongoing in-person workshops. Please contact Margaret Wheeler, Immigration Specialist, if you are interested in EB-1 guidance, form I-485, and accompanying documents: wheelerm@uww.edu; 262-472-1494. Online and remote assistance are available.

*Immigration and
Affirmative Action
Margaret Wheeler, JD*



ROCK COUNTY CAMPUS

About Campus

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.



*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
Phone: 608-898-5039

TITLE IX

Title IX Updates: Website

Check out the Title IX Sexual Misconduct Information website located [here](#). The site provides information on how to report incidents of sexual misconduct to University of Wisconsin - Whitewater staff and/or University Police, resources and advocacy support, and prevention and training efforts on campus.



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



TALENT ACQUISITION & RECRUITMENT

Change of Status Process Update for Grant-Funding Changes

*****Collaboration = Efficiency – Cost Savings = Campus WIN!*****

Through the collaborative efforts of the Office of Research & Sponsored Programs (ORSP), Human Resources & Diversity (OHR&D), Financial Services (FS) and the Center for Inclusive Transition, Education, and Employment (CITEE) we are pleased to announce the rollout of a modified Change of Status process for grant-related org code changes.

Starting on November 1, any org code changes that will need to be made for grant-funded personnel will now be initiated by the principal investigator, approved by a supervisor and sent to Lori Trimble (Grant Project Manager) within ORSP, with Becky Mueller serving as a back-up. Lori or Becky will then process the updates within the HRS system and send the COS forms to Jodi Sumpter (Grant Accountant) or Trisha Barber operating as a back-up within FS for final review and completion. The goal of this new process is to expedite processing time, reduce the number of payroll transfers, increase timeliness of grant spending and to produce an estimated costs savings of over \$5,000 annually.

If you have any positions that are even partially grant-funded and a funding change needs to be completed, please reach out to Lori Trimble for process instructions.

Thank you to all involved in this collaborative effort!



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.

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

TRAINING & DEVELOPMENT & COMMUNITY ENGAGEMENT CENTER

Training and Development

The Annual Supervisor Training will be held **November 18** and **November 19** in the mornings. If you haven't received an invite yet, please contact WarhawkU@uww.edu.

There will also be a couple of Administrator and Academic Department Associate trainings coming up, look for an Outlook calendar invite!

The Community Engagement Center is pleased to have our own CHRO (Chief Human Resources Officer), Dr. Janelle Crowley, present "Understanding Unconscious Bias" to the Whitewater community on **November 6 from 12-1 p.m.** This is open to anyone, so if you would like the flyer with more information, please email cec@uww.edu.

As always, please reach out to Gina Elmore for any specific Training and Development needs.

Congratulations to our Student Employee Caitlin Jung!

As part of National Nontraditional Student Recognition Week (November 2-6, 2020), nominations were sought from faculty and staff to recognize a returning adult student who has shown a passion for learning, a commitment for their academic program, and has contributed significantly to the University community while managing the multiple life roles of a nontraditional student.



We are excited to share that Caitlin has been selected to receive the **Outstanding Adult Student Award** this year. Caitlin works closely with our Human Resources & Diversity team, specifically in the Community Engagement Center with our staff, students, and community members. CONGRATULATIONS Caitlin! Well deserved!



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



Human Resources & Diversity Subject Matter Expertise Areas

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

UW-W Office Human Resources & Diversity

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