

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

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HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes October edition. We hope you enjoy this new, shorter version of our newsletter. The goal is to help answer questions you may have as it relates to the various aspects of our office. This edition is dedicated to Benefits. Benefit enrollment is open now through October 23rd and we hope you find the information here helpful. Follow the links on the left of this page to take you to the subject matter.

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.

Looking forward to a great year, and thank you for taking the time to read this newsletter!

Best,

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



"My favorite color is October"
-Unknown



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Whitewater

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BENEFITS & WELLNESS

Open Enrollment (OE) - 9/28 through 10/23

Mark your calendar for the Annual Benefits Enrollment (ABE) period, September 28 to October 23, 2020. This is your annual opportunity to make changes to most of your benefits unless you have a qualifying life event. Changes made during ABE are effective January 1, 2021.

To prepare for ABE:

- Review your current benefit enrollments. **The following plans require re-enrollment each year:**
 - **Flexible Spending Accounts (FSAs):** Health Care FSA, Limited Purpose FSA, Dependent Day Care
 - **Health Savings Account (HSA)** is required if you enroll in a High Deductible Health Plan (HDHP).
 - **State Group Health Insurance Opt-Out Incentive**

If you currently participate in any of the above, determine if you would like to re-enroll for the 2021 plan year.

- Visit the [ABE website](#) for a summary of the 2021 benefit plan changes.
- Use [ALEX](#), your online personalized benefits counselor for help with your ABE decisions. ALEX walks you through your options and suggests benefit plans based on your answers to a series of questions.
- This is a link to a step by step guide that will assist you with the Self Service enrollment process <https://uwservice.wisconsin.edu/docs/publications/abe-quick-start.pdf>

Please note: You cannot enroll in a new Tax Sheltered Annuity, Wisconsin Deferred Compensation, or the Parking and Transit option using Self Service. If you wish to enroll in any of these plans, please complete the paper enrollment forms provided by your human resources office.

- There will be no Benefits Fair this year due to COVID. Instead, The Department of Employee Trust Funds is hosting a series of webinars for members to learn about health insurance, pharmacy, dental, vision, and supplemental benefits of the Group Health Insurance Program. There will also be opportunities to connect with health plans and other vendors at these one-hour sessions held during open enrollment.

Learn more and register: <https://etf.wi.gov/news/open-enrollment-period-set-attend-health-benefits-webinar>

If you have questions after reviewing the [ABE website](#), please sign up for a Benefit Enrollment Assistance Session (BEAS).



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

BENEFITS & WELLNESS

Benefit Enrollment Assistance Sessions (BEAS)

On **Oct. 6, Oct. 14 and Oct. 23**, the HR Benefits Team will be hosting Benefit Enrollment Assistance Sessions (BEAS) in the Community Engagement Center. BEAS are 25-minute appointments that allow an employee to have a one-on-one with a member of the Benefits Team to discuss questions regarding Open Enrollment after they have reviewed the Open Enrollment materials. These are by appointment only, no walk-ins. Face coverings must be worn at all times during the appointment. If you will need to use a computer, you will be required to bring your own device. If you would prefer to have your appointment via WebEx, please indicate that in the comment box of your appointment sign-up so we can set that up for you.

To register for an appointment, go to: <https://www.signupgenius.com/go/30E0C44ACA72CABFF2-benefits1>

Virtual Benefits Fair

Due to COVID, this year there will be no In-Person Benefit Fairs. Instead, the **Department of Employee Trust Funds** is hosting a series of webinars for members to learn about health insurance, pharmacy, dental, vision, and supplemental benefits of the Group Health Insurance Program. There will also be opportunities to connect with health plans and other vendors at these one-hour sessions held during open enrollment.

To register for one of the virtual Benefits Sessions click [here](#)

Flu Shot Clinics - FOR FACULTY, STAFF and SPOUSES enrolled in State Group Health

At your doctor's office or pharmacy

Cost: FREE with your insurance. Use your medical benefit at any in-network doctor or pharmacy. Just show your Navitus card. (Additional vaccines are also available, including pneumonia, tetanus, hepatitis, shingles, measles, mumps, varicella, meningitis).

Tuesday, Nov. 3 on-campus clinic

Cost: FREE with your insurance

Held on the Whitewater campus in Esker 118 from 8 a.m. to 1:30 p.m.

Thursday, Nov. 5 on-campus clinic

Cost: FREE with your insurance

Held on the Rock County campus in Hyatt Smith 111C from 9 to 10 a.m.

You must be enrolled in the State of Wisconsin Insurance Program. Preregistration is required at wellwisconsin.staywell.com. Select *Flu Shot Clinics* slider on the dashboard. View flyer for more details.

Flu Shot Clinics - FOR FACULTY, STAFF and SPOUSES NOT enrolled in State Group Health

At University Health and Counseling Services (Whitewater campus)

Cost: **\$20** Monday-Friday, 8 a.m. – 4:30 p.m. Call 262-472-1300 to make an appointment.

At Rock County Campus

Cost: **\$20** Tuesdays, 8-11 a.m. in Hyatt Smith Administration Suite. Call 262-472-1300 to make an appointment in advance or 608-898-5026 day-of only.

BENEFITS & WELLNESS

August's Million Step Challenge Winners

Traveling Trophy Winners

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

CONGRATULATIONS TO **TEAM Travis L** -
Travis Larson, Michelle Larson, Katie Sheffield (again!!)



Watch the Warhawk Weekly to find out who is the winning team for September!

October Webinar's

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

StayWell Well Wisconsin - Opioid Awareness in Wisconsin – to learn more and register click [here](#)

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

FEI Behavioral Health - To register, click on the link below



OCTOBER 21
Relationships
101

REGISTER

What is the foundation of a good relationship? Whether you're building a relationship with a co-worker, significant other or someone you just clicked with online, we'll explore the fundamentals of good relationships, discuss strategies for improving them and how you can make positive connections.

Presented by Raquelle Solon
Business Solutions Engineer,
FEI Behavioral Health



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

BENEFITS & WELLNESS

Tips to Cope With the Stress of COVID - 19

During this strange and stressful time of Covid 19 and all that it has brought with it, here are a few tips to help alleviate stress and stay healthy.



1. **Keep a daily routine-** such as a balanced diet, regular exercise, drink plenty of water and maintain a consistent sleep schedule. Try to avoid drastic changes to these important routines, and keep other changes in your life to a minimum when at all possible.
2. **Limit screen time and news intake-** too much time on your phone or computer can lead to less activity and add to your stress or anxiety. Limit the amount of time you spend reading or listening to the news or on social media. Stick to reliable sources that provide accurate new information.
3. **Stay in touch with family and friends.** Make sure you have regular interactions with others. Even if you are in quarantine or isolation, schedule regular phone or video chats with family and friends.
4. **Find ways to keep your mind busy.** Read a book, find an art project you love, play games or do puzzles with family and/or friends, if you cannot do it in person, hop on a video platform and connect virtually to play games together.
5. **Spend time in fresh air** -by taking a walk or riding your bike outside. Make sure to stay active and develop an exercise routine that keeps you moving and motivated. Set easy goals for yourself to exercise and stay fit.
6. **Take time to unwind.** With all of the time we are spending at home it is easy to work or study too much. Watch a movie, meditate or watch a comedy show, laughter is a great stress relief.
7. **Do not jump to conclusions.** With most employees working remotely on a regular basis, it is easy to misinterpret someone's intentions or communication. Before you take offense or report, "bad behavior" take the time to speak to the person to clarify their intent. Depending on our own experiences and our current mood or state of mind, it is easy to misunderstand what someone is trying to convey in an email or social media post. By communicating with the person directly, you have the ability to ask for clarification and avoid stress and anxiety for both parties.
8. **Do not hesitate to ask for help.** If you are feeling overwhelmed or anxious, reach out to a health care professional.

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)

HR & D'S FRONT DESK

October Dates

September 28 - October 23 Open Benefit Enrollment	
October 1	International Coffee Day
October 2	National Custodial Worker Day
October 6	Benefit Enrollment Assistance Sessions at CEC
October 14	Benefit Enrollment Assistance Sessions at CEC
October 15	White Cane Safety Day
October 16	National Boss's Day
October 23	Benefit Enrollment Assistance Sessions at CEC
October 23	End of Open Enrollment (Benefits)
October 24	Make a Difference Day
October 31	Halloween



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

Congratulations to Interim Vice Chancellor Taryn Carothers

We want to take a moment to welcome Taryn Carothers in her new role as Interim Vice Chancellor for Administrative Affairs. Taryn joined UW - Whitewater in 2018 as the Director of Financial Services and was named Assistant Vice Chancellor for Administrative Affairs in 2019. Prior to coming to Whitewater, she worked as the Interim Chief Business Officer and had other supervisory roles at UW-Platteville where she also taught accounting.

As stated in the University Announcement by Dr. Cook, "During her time at UW-Whitewater, Taryn has quickly become a creative and positive leader. She helped lead efforts for the university's financial plan and fully understands the necessity to be innovative in our approaches to all aspects of the Administrative Affairs division."

Congratulations Taryn, and we look forward to your leadership in the division!



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*

IMMIGRATION

Positive News Related to Our International Faculty, International Employees, and Students:

- Our UW Credit Union has received accolades from our international faculty. While other banks are often uneducated in regard to faculty who hold non-immigrant status, such as H-1B status, UW Credit Union is educated in this area and understand the importance of assisting our international faculty. To sign up to be a member of the [UW Credit Union click here](#). To find [branch locations, click here](#).
- Several international faculty have received their permanent residence/green cards in the last week. Remember that UW-Whitewater offers assistance regarding the final stage of the green card process. Although we are prohibited by law from filling our form I-485 because it is not a university petition, we are able to offer guidance. Several international faculty have recently been successful using our guidance, avoiding private attorney fees.
- UW-Whitewater has assisted international faculty with DMV related issues and questions. If you are an international faculty member and you are experiencing an issue with your driver's license, please contact Margaret Wheeler, Immigration specialist at wheelerm@uww.edu and she will be happy to assist you in reaching out to the DMV to ensure they understand your legal status and right to a driver's license.

Federal Law Updates International Faculty and International Employees:

According to the USCIS website, the I-944 returns as a mandatory form for Adjustment of Status (from I-485) on 10/13/2020. An unclear issue is whether I-485 applications filed before then 'may' be required to submit form I-944 post-filing. See this page for more information: [Injunction of the Inadmissibility on Public Charge Grounds Final Rule](#)

USCIS states: If you filed your Form I-485, Application to Register Permanent Residence or Adjust Status, **after Feb. 24, 2020**, you may be required to file Form I-944, Declaration of Self-Sufficiency. If we receive a Form I-485 **before Oct. 13, 2020**, that does not have all required forms and evidence, we will request any missing forms and evidence. **After Oct. 13, 2020**, we will reject your Form I-485 if you do not include the required forms and evidence with Form I-485 at the time of filing.

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*



PAYROLL

Social Security Tax Deferral

Background:

Several weeks ago, a presidential executive order (Notice 2020-65) was signed that would have allowed employers to stop collecting Social Security tax from Sept 1, 2020 through December 31, 2020 for some employees. This was a **four-month deferral**, not a tax forgiveness. Employers would be responsible for collecting the deferred taxes by April 30, 2021 (including employees who terminated) or face penalties and interest.

Final Decision for UW employees: UW System Administration has determined we will **not** be deferring for any employees. Employees will continue to see their normal Social Security tax withholding each pay period.

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 payroll, earnings statements, funding, leave reporting, etc. please email: payrollsupport@uww.edu

For questions regarding the biweekly payroll, please contact:

Primary: Tara Barbosa

Tara.barbosa@uwss.wisconsin.edu

Back-up: Amy Bobylak

Amy.bobylak@uwss.wisconsin.edu



*Your Warhawk Payroll Team
Reggie Brown, Andrea Campbell*

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.

Student Profile

- 48% of students are full time and 52% are part time
- 33% of students are age 22 or older

Employee Profile

- 125 employees
- 96% of faculty have a Ph.D. or the highest degree in their field



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

Email: andersot@uww.edu
Phone: 608-898-5039

*Your Warhawk Human Resources
 Rock County Campus Administrative Specialist
 Tanja Anderson*

TALENT ACQUISITION & RECRUITMENT

Talent Acquisition Team

Welcome back Victoria! Starting Monday, October 5th Victoria will be back full time after welcoming her daughter Norah into the world on July 10th. We are excited to have her back and she's looking forward to her assisting her campus departments as an HR Liaison.



*Your Warhawk Human Resources
 Talent 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.

TITLE IX

Title IX Updates: The 3 R's Recognize, Respond & Report

Recognize

Sexual Assault Prevention training is required of all University of Wisconsin - Whitewater students. The NCAA also has training requirements for all athletes. In addition, all employees, including student employees, are required to take Title IX (sexual harassment/sexual discrimination) training required every 3 years, Information Security (securing data and information technology) - training annually and Mandated Reporter (reporting of child abuse and neglect, Executive Order #54) - training required once after May 2020.

Respond

If you are unsure of when your training is due, you can send an email to serviceoperations@uwss.wisconsin.edu

Or send an email to titleix@uww.edu

Report

With regard to the federal changes to Title IX effective August 14, 2020, all employees at UW - Whitewater will continue to be considered responsible employees and are required to report any suspected incidents of sexual misconduct.

Sexual Assault Prevention Training

Students

Beginning August 20, 2020 students were sent a link to their assigned online Sexual Assault Prevention training. Students were enrolled in one of four different modules and were asked to complete that training by **October 4, 2020**. For those who don't complete their training by the assigned date will have a hold placed on their account preventing them from registering for next semester. The modules are :

- Sexual Assault Prevention for Undergraduates
- Sexual Assault Prevention for Graduate Students
- Sexual Assault Prevention for Adult Learners (new students > 24 yrs old)
- Sexual Assault Prevention Ongoing: Healthy Relationships

Link to the student training: https://admin.fifoundry.net/uww/sign_in

Athletes

Athletes are required to take their assigned student module (as listed above) as well as the Sexual Assault Prevention for Student Athletes module. The assignment will show up on their dashboard when the log in to the Everfi Foundry website.

Faculty/Staff/Student Employees

All employees are required to take the following trainings:

- Sexual Harassment/Sexual Discrimination (Title IX) training
- Mandated Reporter
- Information Security

Please check your email for an invitation link to the training. If you have questions, contact serviceoperations@uwss.wisconsin.edu.



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

TRAINING & DEVELOPMENT

Upcoming Training and Development Opportunities:

- ◇ The Student Employment Tool (SET) training is now available in the Supervisor Training Course on Canvas. It includes:
 - Recorded Presentation
 - Student Payroll Supervisor Training
 - Manager Self Service Payable Time Approvals
 - And more!

- ◇ The Handshake Training is also available in the Supervisor Training Course on Canvas. It includes:
 - Recorded Presentation
 - Job posting instructions
 - Templates to use

UP NEXT:

- A new Administrator/Academic Department Associate Training!
- Supervisor Training this fall!

If you are looking for any training and development opportunities, please contact warhawku@uww.edu.



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



Human Resources & Diversity Subject Matter Expertise Areas

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

UW-W Office Human Resources & Diversity

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