Welcome to Human Resources & Diversity’s News & Notes October 2021 edition. The leaves are changing color and campus is feeling vibrant and lively with many people working or attending class on campus. The days are getting shorter, but that doesn’t mean there is a shortage of things going on at UWW.

This month “Spotlight” section, located at the very front, highlights Benefits Open Enrollment. See page 2 for all of the information you need to sign up for your Benefits for 2022 including information sessions for those who need assistance in signing up.

This newsletter also includes important information for campus, including our new Lactation Room on the Rock County Campus and updates about the Title and Total Compensation project. Please take some time to review the TTC information under the Talent Acquisition section to familiarize yourself with the upcoming changes. 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.

“Nothing is IMPOSSIBLE. The word itself says ‘I’M POSSIBLE!’”

- Audrey Hepburn
Benefits Open Enrollment

Open Enrollment

Link: Planning for Annual Benefits Enrollment, 2022 Annual Benefits Enrollment

Mark your calendar for the Annual Benefits Enrollment (ABE) period, September 27–October 22, 2021. This is your annual opportunity to enroll in or make changes to most of your benefits unless you have a qualifying life event. Changes made during ABE are effective January 1, 2022. Watch for ABE email notifications: Emails will be sent beginning mid-September from the address: UWSystemHR@uwss.wisconsin.edu. You may also receive benefits-related emails from our office, benefit plan vendors, and the Department of Employee Trust Funds.

To get more information on how to prepare for Open Enrollment, please see links that will take you to the flyers.

Benefits Enrollment Assistance Sessions (BEAS)

Link: Benefits Enrollment Assistance Session
Link: Sesiones de Asistencia para la inscripción de Beneficios

A BEAS is a 25-minute one on one appointment with a member of the Benefits Team to address any questions you have about Open Enrollment. Open Enrollment is from September 27, 2021 – October 22, 2021.

Sessions will be held from 8:00am-2:30pm on the following dates:

- 9/29 (Rock County Campus, HS111D)
- 10/5 (Whitewater Campus, HY330)
- 10/13 (Whitewater Campus, HY330)
- 10/21 (Whitewater Campus, HY330)
Spotlight of the Month

When registering for your session, please indicate whether you would like in-person or virtual and if an interpreter is needed. Participants will be required to bring their own computers to the session if needed. Please note, masks are required throughout the entirety of all in-person meetings.

Follow this link to sign up for a session:
https://www.signupgenius.com/go/10c0c44acaa2baaffc07-benefits

Virtual Benefits Fair

Due to COVID-19 concerns, UW System institutions will not be hosting in-person benefits fairs during the 2022 ABE period (September 27 – October 22, 2021). Instead virtual benefit fair sessions will be offered.

Please visit this website to get more information and to register for a session:
https://www.wisconsin.edu/ohrwd/total-rewards/events/fairs/

403(B) Program Changes

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.

UW System will host town halls 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/

Your Warhawk Benefits & Wellness Team
Stephanie Hartmann, Benefits Specialist
Grace Jezuit, Student Benefits Assistant

The Benefits & Wellness Team continues 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.
Front Desk and General Office Information

Chancellor’s Order Renewed

Based on the recommendation of our local health department partners, the Chancellor is renewing the order for the month of October, and extends the requirements for testing of unvaccinated individuals for the UW-Whitewater community through October 30, 2021. This includes weekly testing if you are coming to campus and have not been vaccinated or provide proof of vaccination. Employees can submit proof of vaccination in any one of the following ways:

- Submit it online at https://my.uww.edu/Vaccination/
- Bring the copy to the COVID-19 office, located in the UW-Whitewater Police Department
- Fax it to 262-472-5746.
- Mail it to UW-Whitewater Police Department, 790 W. Starin Rd. Whitewater, Wisconsin, 53190.

It is important for supervisors to discuss these requirements with their direct reports. Those who are required to test weekly but fail to do so will require follow-up by the supervisor. If the employee is in compliance but has not provided proof, please send this information to the COVID-19 Office. See the UWW Announcement dated 9/28/21 for additional details.

Congratulations Jim McLernon - First Place Photographs at the Walworth County Fair

Jim works as a custodian on the UW Whitewater campus and is a UW Whitewater grad. For the past 30 years he has worked at UWW with a majority of that time in Hyer Hall. Jim keeps our office and classroom spaces clean and always has a kind word to share. For the past several years, Jim has entered his amateur photography in the Walworth County Fair and has regularly won First Place ribbons for his pieces. We wanted to take a moment to recognize Jim for his outstanding work and to thank him for his dedication to UWW.
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
**U.S. Citizenship and Immigration Services Updated Form**

USCIS recently updated this form—from USCIS: [Report of Medical Examination and Vaccination Record](https://www.uscis.gov/i944).

Starting Oct. 1, 2021, we will only accept the 09/13/21 edition. You can find the edition date at the bottom of the page on the form and instructions. For more information, please visit the USCIS [Forms Updates](https://www.uscis.gov/forms-update) page.

**Margaret Wheeler**, our [Immigration and Affirmative Action Specialist](mailto:), 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.

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**Lactation Room on Rock County Campus**

The Benefits office would like to announce a newly established Lactation Room on the Rock County Campus. The Lactation Room is located in Williams Hall, lower level, W21 and is available to Staff and Students.

This room will provide a private, cozy space where lactating mothers are welcome to pump or nurse. The room includes electricity and a small refrigerator for milk storage.

To reserve the room please email rck-scheduling@uww.edu to reserve the room for the semester.

*A special thank you to Tanja Anderson, Kristin Fillhouer, Ted Frat, Vicki Hansen, Stephanie Hartmann, Tom Ness, and Brian Zobel for seeing this project through and assisting in making this space a reality for our community!*
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](https://www.uww.edu/) 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](https://www.uww.edu/) or [email](mailto:andersot@uww.edu).

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.

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
Change of Status
When creating Change of Status, please remember that “dates matter” – using the correct begin and end dates for work being done whether during the semester, academic year, or a different timeframe will matter when it comes to ensuring the employee is paid correctly and ensuring it is allocated appropriately according to policy. Please see the calendars for academic year and semester dates, found on the COS landing page: https://www.uww.edu/adminaffairs/hr/change-of-status

Title & Total Compensation
What’s next?

- November 5th (On or before) - Employees will receive Title Change Notification Letters from central administration. UW Whitewater lecturers will receive memorandum directly from UW-Whitewater HR
- November 7th – New titles go live in HRS

We are working on the Appeals Timeline and tentatively have identified November 22nd to December 31st as the window for submitting title appeals. Once finalized a practice directive regarding Title Appeals will be published and posted.

Information on the project can be found at https://www.uww.edu/adminaffairs/hr/ on the tile titled “Title & Total Compensation”.

If you have any questions, please reach out to one of your Human Resources TTC subject matter experts – Amy, Victoria or Abby (contact information below).

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

Amy Sexton, Associate Director, Human Resources
Email: sextona@uww.edu

Abby Dunkleberger, Human Resources Business Partner
Email: dunkleba@uww.edu

Victoria Johnson, Human Resources Business Partner
Email: 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.
Mandatory Student Sexual Misconduct Training

Each year, University of Wisconsin students are required to take an online Sexual Assault Prevention training course as part of the requirements of Title IX. The information contained in the training includes information about campus resources and how to report and assist peers when faced with incidents of misconduct. The company we use for the online training is called Everfi and the platform is called Foundry.

Links to the training were sent out to students who were registered by August 1, 2021. We will be doing two more uploads, one after August 31 and one after September 10. The due date for this training is Friday, October 8, 2021. After that date, holds will be placed on students’ accounts preventing them from making changes to their schedule or registering for the Spring 2022 semester.

For more information, go to the UWW Sexual Misconduct information page located here.

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 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.
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.

Date: November 3, 2021
Time: 8:00am – 11:30pm
Location: UW Whitewater at Whitewater, University Center 68 & 69

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

Please continue to watch the HR&D newsletter as well as the Warhawk Weekly for upcoming benefits and wellness events.

Your Warhawk Benefits & Wellness Team
Stephanie Hartmann, Benefits Specialist
Grace Jezuit, Student Benefits Assistant
**WINGO**

This is our last full month to work on completing WINGO cards! We encourage all staff members to sign up and benefit from the wellness activities and prizes. Please contact Benefits@uww.edu to sign up. Complete your full card by **Friday, November 5th** to claim a Warhawk Wellness baseball cap!

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**Prioritizing You- Kepro Training**

Here is the recording for Prioritizing You training, which was offered during Suicide Prevention Week in September:  

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**Worksite Wellness**

*NEW WORKSITE WELLNESS WEBSITE!*

There is a new Worksite Wellness page within the UW-Whitewater website that is managed by the Wellness Team.

This page was created as a tool for employees to find information regarding current Wellness opportunities on campus.

This page also includes a calendar listing upcoming Wellness events. There are also tabs at the top of the page for Biometric Screening and Helpful Tools.

Come check us out! It’s a great resource to stay in the loop about Wellness opportunities and resources!
The Annual Benefits Enrollment (ABE) period is September 27-October 22. This is your annual opportunity to enroll in or make changes to most of your benefits. Changes made during ABE are effective January 1, 2022. Plan now so you are ready for the enrollment period.

Prepare
- Review your current benefit enrollments in the Benefit Information module in MyUW Portal
- Visit the ABE web page for the 2022 benefit plan changes and ABE resources:
  - Annual Benefits Enrollment Highlights video for an overview of benefit changes for 2022
  - Department of Employee Trust Funds Health Benefits Decision Guide
  - Virtual Benefit Session schedule

Decide
- Use ALEX, your virtual online benefits counselor. ALEX walks you through your options and suggests benefit plans based on your answers to a series of questions.
- You must enroll in these plans each year to participate:
  - Flexible Spending Account (FSAs): Health Care FSA, Limited Purpose FSA, and Dependent Day Care
  - Health Savings Account (HSA): Required if you enroll in a High Deductible Health Plan (HDHP)
  - State Group Health Insurance Opt-Out Incentive
  - Enroll or make changes to your State Group Health Insurance, dental, or vision coverage
  - Enroll or make changes to Accidental Death & Dismemberment (AD&D) Insurance and Accident Insurance
  - Make changes to Individual & Family Life Insurance (current enrollees only)

Act
- Enroll in your 2022 benefits using the Enroll Now button on the Benefit Information module on MyUW portal once the Annual Benefits Enrollment period begins on September 27
- All enrollments and changes must be submitted by 4:30 p.m., Friday, October 22, 2021

For more information on benefit plans and premiums, visit the ABE web page. If you have questions, contact your Institution Benefits Contact.

Sincerely,

UW System Human Resources
Annual Benefits Enrollment: September 27 – October 22, 2021

Mark your calendar for the Annual Benefits Enrollment (ABE) period, September 27–October 22, 2021. This is your annual opportunity to enroll in or make changes to most of your benefits unless you have a qualifying life event. Changes made during ABE are effective January 1, 2022.

Watch for ABE email notifications: Emails will be sent beginning mid-September from the address: UWSystemHR@uwss.wisconsin.edu. You may also receive benefits-related emails from our office, benefit plan vendors, and the Department of Employee Trust Funds.

To prepare for ABE:

- Review your current benefit enrollments in the Benefits Information module in MyUW Portal
- Visit the ABE web page for a summary of the 2022 benefit plan changes and resources
- The following plans require re-enrollment each year:
  - Flexible Spending Accounts (FSAs): Health Care FSA, Limited Purpose FSA, and Dependent Day Care
  - Health Savings Account (HSA): Required if you enroll in a High Deductible Health Plan (HDHP)
  - State Group Health Insurance Opt-Out Incentive
- Use ALEX, your virtual benefits counselor for help with your ABE decisions
- Attend a Virtual Benefit Session
- Attend a Town Hall scheduled for the following dates. Watch for further communication regarding these from benefits@uwss.wisconsin.edu
  - 9/29 at 11am
  - 9/30 at 2pm
  - 10/5 at 5pm
  - 10/13 at 9am
  - 10/20 at 12 noon
- Attend a Benefit Enrollment Assistance Session (BEAS) scheduled from 8am-2:30pm on the following dates. Watch for further correspondence regarding these from benefits@uw.edu
  - 9/30 on the Rock Campus
  - 10/5 on the Whitewater Campus
  - 10/13 on the Whitewater Campus
  - 10/21 on the Whitewater Campus

If you have questions, contact benefits@uwss.wisconsin.edu.
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.

<table>
<thead>
<tr>
<th>Subject Matter Expert</th>
<th>Specialty</th>
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<tbody>
<tr>
<td><strong>Janelle Crowley, Ph.D.</strong></td>
<td>• Leads all training, talent acquisition and career development activities.</td>
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<tr>
<td><em>Chief Human Resources Officer</em></td>
<td>• Promotes inclusion in the workplace</td>
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<td></td>
<td>• Reinforces our position as an equal opportunity employer</td>
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<td>• Co-facilitates Unconscious Bias Training</td>
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<td>• Member President’s Advisory Committee on Disability Issues [PACDI]</td>
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<td>• Member University Insurance Board [UIA]</td>
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<tr>
<td><strong>Connie Putland</strong></td>
<td>• Primary contact for ADA and employee relation matters</td>
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<tr>
<td><em>Asst. Chief H.R. Officer</em></td>
<td>• Training and Development</td>
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<td></td>
<td>• Title IX Deputy Coordinator for Employees</td>
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<td>• Chair of CUPA-HR Midwest Region Board of Directors</td>
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<td><strong>Stephanie Hartmann</strong></td>
<td>• Benefits &amp; FMLA</td>
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<td><em>Benefits Specialist</em></td>
<td>• Wellness Coordinator</td>
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<td></td>
<td>• Resignations and retirements</td>
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<tr>
<td><strong>Kai Instefjord</strong></td>
<td>• Student Employment &amp; Camps Contracting</td>
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<tr>
<td><em>H.R. Business Partner</em></td>
<td>• Unemployment Contact</td>
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<tr>
<td><strong>Damon Judah (DJ)</strong></td>
<td>• OBIIE (Business Intelligence) to provide data across institution</td>
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<td><em>Information Systems Business Automation Analyst</em></td>
<td>• Ingeniux (web content software - HR &amp; D website administrator)</td>
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<td>• Excel for reporting &amp; organizing data</td>
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<td>• Riskconnect to input Worker’s Compensation claims</td>
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<td>• MFA Tool (for DUO access)</td>
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<td>• ShopUW</td>
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<td><strong>Steve Marshall</strong></td>
<td>• Payroll &amp; Benefits</td>
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<tr>
<td><em>Program Manager - Payroll, Benefits &amp; Shared Service Liaison</em></td>
<td>• Board of Directors/Certification Director - Northland HR Association</td>
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<td>• Society for HR Mngmt (SHRM)- Instructor of certification preparation group</td>
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<tr>
<td><strong>Ramon Rocha</strong></td>
<td>• Fluent in English and Spanish - provides translation for HR &amp; D Office</td>
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<td><em>HR &amp; D Office Coordinator</em></td>
<td>• Supervises Human Resources &amp; Diversity Student Employees</td>
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<td></td>
<td>• MFA Tool (for DUO access)</td>
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<td>• Assists with questions related to Direct Deposit forms and W-4 forms</td>
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<td>• Campus Notary</td>
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<td><strong>Vicki Schreiber, Ph.D.</strong></td>
<td>• Title IX Resources &amp; Policy</td>
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<td><em>Title IX Coordinator</em></td>
<td>• Certified Trauma Informed Investigator</td>
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<td>• Restorative Justice Circle Keeper Facilitator</td>
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<tr>
<td><strong>Talent Acquisition &amp; Compensation Management Team</strong></td>
<td>• Staffing &amp; Recruitment Process Management</td>
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<tr>
<td><strong>Amy Sexton</strong></td>
<td>• New Employee &amp; Rehire Contracts including Compensation</td>
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<td><em>Associate Director, Human Resources</em></td>
<td>• Employee Lifecycle Changes (Change of Status)</td>
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<td><strong>Abby Dunkleberger, H.R. Business Partner</strong></td>
<td>• Onboarding and Offboarding of employees</td>
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<tr>
<td><strong>Victoria Johnson, H.R. Business Partner</strong></td>
<td>• Title and Total Compensation Project</td>
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<td><strong>Margaret Wheeler, Esq. (MA, JD, LLM)</strong></td>
<td>• Immigration Specialist</td>
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<td><em>Immigration &amp; AA Specialist</em></td>
<td>• Affirmative Action Program Coordinator</td>
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