

# NEWS & NOTES

## WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Hello Warhawk Family! Welcome back to campus! We have lots of things happening as we get ready for this new semester.

On June 22, 2023, Wisconsin's Joint Committee on Finance, a committee of the Wisconsin Legislature, approved a motion to provide funding to support general wage adjustments for state and UW System employees. We are still waiting for JCOER's approval of the pay plan. Once approved, we will work with UW system for implementation. For more details, you can visit their [Website](#).

**Important reminder** to make sure you are using the new I-9 form form!!! See the TAM section for more information.

I would also like to thank everyone who attended the Chancellor's Welcome address and presentation by Zach Mercurio on Creating a Culture of Mattering. And a very special thank you to Stephanie Hartmann for her hard work and helping organize this wonderful event! Please stay tuned for more trainings and messaging around "You Matter " and watch for the debut of the "You Matter Wagon!"

The Human Resources Department is looking forward to a great year!!! And as always, thank you for taking the time to read our newsletter! 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](#).

If you expect "High Performand", You must cultivate  
"High Well-Being" Z-Mercurio

Connie Putland  
Chief Human Resources Officer  
Human Resources



September 2023 (v.6.3)

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Teachers can  
open the door,  
but you must  
enter it  
yourself.

Los maestros  
pueden abrir la  
puerta, pero  
debes entrar tú  
mismo.



## FROM THE FRONT OFFICE

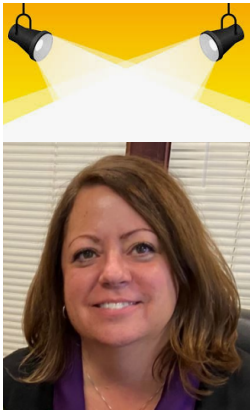
### Septemer: Self-Care / Suicide Prevention Awareness Month

9/4	Labor Day
9/5	First day of school at UW-Whitewater. Welcome Warhawks!!!
9/11	Patriot Day / National Day of Service and Remembrance
9/13	Positive Thinking Day
9/21	International Day of Peace

SEPTEMBER  
**SUICIDE  
PREVENTION**  
AWARENESS MONTH



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](mailto:hr@uww.edu) to schedule an appointment.



We Would like to dedicate this months spot light to Stephanie Hartmann, our Deputy Chief Human Resources Officer!!!!

Stephine has been with the UW-Whitewater for almost 12 years, 6 of those in our benefits department! Her passion and dedication has helped make our HR Department what it is today. She has been a key part to organizing all the wellness events.

*"While working with Stephanie I learned about her compassionate approach to her work. Stephanie handles every situation that comes to her with a committed level of empathy. She works hard to create a personal bond with everyone she comes into contact with. Stephanie has dedicated many years to UW-Whitewater and has made a positive impact on many lives within our Warhawk family. She continues to grow the positivity throughout this campus and strives to create a united community throughout all the UW-Whitewater employees and departments."* - Kirsten, HR Student Employee.

**We appreciate you Stephanie!!!**

## TITLE IX

### Recognize, Respond, Report Title IX and Sexual Misconduct

**Recognize** what sexual misconduct is and how it affects college-age students. The University of Wisconsin - Whitewater has policies and procedures in place to address such misconduct. It is important for all employees to take the Sexual Harassment training every three years. Trainings are due in March, so watch for an email letting you know when you are due to take the required trainings. If you are unsure of when you last took them, you can go to your portal at [my.wisconsin.edu](http://my.wisconsin.edu) and look for the Mandatory Trainings icon. This will tell you the status of your Mandatory online trainings.

**Respond** to questions by providing resource information to individuals who disclose concerning behavior – for most employees that is the Title IX Coordinator who can provide a comprehensive list of support.

**Report** incidents of sexual misconduct, regardless of when the alleged behavior occurred, to the Title IX Coordinator or one of the Deputy Coordinators.

#### DO:

- Encourage the Complainant to meet with the Title IX Coordinator if they have any questions, even if it is just to learn more about our process. Not all complaints go to an investigation because that is not what is wanted or requested. Many students and employees are looking for resources to help process the event(s) in question.
- Provide flexibility, if possible, at the time of reporting to you. This could be the opportunity to see an Advocate or have a meeting as soon as possible. If the Complainant is looking for supportive measures, you will get a separate message from the Title IX Coordinator with more specific information about what that may look like.

## TITLE IX

- Ask the Complainant if they need immediate assistance. This could be a call to 911, allowing the Complainant to leave class because the Respondent is in the same class, or medical attention. When in doubt, call the Title IX Coordinator.

### DO NOT:

- Attempt to investigate the complaint yourself. UWW utilizes individuals specifically trained in investigating sexual misconduct cases. Also, not all Complainants will want an investigation.
- Dismiss the student/employee when they disclose something to you.
- Do not push them to report or see a doctor. It can be difficult for a person to know what to do until they know what their options and potential consequences are with regard to the event in question.

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."*

-Department of Education, Office for Civil Rights Education Amendments of 1972 (Title IX)



## BENEFITS

### Save the Dates

- **OPEN ENROLLMENT** – September 25, 2023 – October 20, 2023 watch for details to come in Campus Announcements, emails from UW System, Warhawk Weekly and on the Worksite Wellness website!
- The Benefit office will also be holding **B.E.A.S.** (Benefit Enrollment Assistance Sessions) again this year, appointments will be required – details to come
- September 27, 2023 **Biometric Screening** 8:30am-12:30pm UC275A&b – to register [ENGLISH](#) / [SPANISH](#)
- September 27, 2023 **Benefit Fair** 10:00am-2:00pm UC259 A&B
- September 27, 2023 **Blood Drive** 12:00pm-6:00pm Esker 118 & 119  
\*If you have been the recipient of a blood donation and would like to share your story please contact us at [worksitewellness@uww.edu](mailto:worksitewellness@uww.edu)

### KEPRO Workshop - Setting Boundaries Workshop

September 20, 2023 from 12:00pm-1:00pm

With all of the demands and our growing to-do lists, setting boundaries can be the key to being successful and avoiding feeling overwhelmed. In this class, we will take a deep dive into some best practices for boundary setting, how to define reasonable limits, set expectations with others, and how to stay consistent with our boundaries.

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

### ETF SEPTEMBER WEBINARS:

#### Beneficiary Designations – What Happens to My Account When I Die?

Death is never easy to talk about, but it's important to know where your money is going. Learn what happens to your WRS account when you pass away, why it's important to designate a beneficiary and the importance of keeping your account up to date.

Wed, Sep 6, 2023 1:00 pm - 1:30 pm

Thu, Sep 21, 2023 11:00 am - 11:30 am

To register, go to: <https://register.gotowebinar.com/rt/7771558624385304920>

#### Preparing for Your Retirement

Planning to retire in the next 5 years? Then this webinar is for you. Learn about your WRS benefits and the retirement process.

Thu, Sep 7, 2023 11:00 am - 12:00 pm

Wed, Sep 20, 2023 6:00 pm - 7:00 pm

To register, go to: <https://register.gotowebinar.com/rt/7817059707818435598>



## Don't leave money on the table!

Earn your **\$150 incentive** in 2023 by completing the health assessment, a health check, and one well-being activity by October 13, 2023. Review the well-being activity options on the [WebMD](#) website or through the Wellness at Your Side mobile app (code: SOWI). For more details visit [here](#)

**Participation in WINGO, Warhawks In Motion and attending the Live Recording of the Well Wisconsin episode in June all count as the one well-being activity!** You can report completion of one of these as your well-being activity by logging into your account, under “rewards” choose “employer sponsored activity” and use “physical activity” as the description.

You can also participate in the Well Wisconsin [Stressless Challenge](#) – Rest, relax and restore your well-being

Next Biometric Screening is Wednesday, September 27th from 8:30am-12:30pm in the UC Old Main Ballroom - to register [ENGLISH](#) / [SPANISH](#)



[Flu Shot Clinic](#): October 31st from 8:30am-12:30pm stay tuned for details!

### [Well Wisconsin Webinars:](#)

- Self-Care Isn't Selfish on Wed, Sept 6, 2023 at 12:00pm
- Last Chance to Earn Your Incentive on Wed, Sept 13, 2023 at 12:00pm



## U Matter at UW-Whitewater



Thank you to everyone who attended the Chancellor's Welcome address and presentation by Zach Mercurio on Creating a Culture of Mattering!

The welcome address and presentation were recorded by Jim Mead and his crew at UWW-TV. They are working on close captioning of the recording and as soon as it is available it will be added to the [Worksite Wellness](#) website.

## Congratulations!!!

Ciera Edwards and husband James on the birth of their son **Miles** – pictures are newborn and current!



**Miles James Edwards**  
Born : Feb 26,2023  
Currently 6 months!



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

Checkout this month's featured recipe: [Corn Fritters](#)

# PAYROLL

**DID YOU KNOW?** As a Faculty, Academic Staff or Limited Appointee with a 12-month appointment, you have an annual opportunity to bank unused vacation after completing 10 or more fiscal years (July 1 through June 30) of continuous service. **The deadline to bank unused vacation allocated in fiscal year 2022-23 is September 30, 2023.**

Instructions for viewing your leave balances and banking unused vacation are available in the [Banked Leave Conversion Tipsheet](#). Vacation and carryover balance hours that are eligible to be banked may be viewed beginning July 1.

## How Much Vacation Can You Bank?

Years of Continuous Service	Hours That Can be Banked *
First 10 Years	0
10+ to 25 Years	40
25 Years and Over	80

\* The amount of vacation that can be banked is prorated for part-time employees.

If you have questions, contact [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu)

There is no limit to the total number of hours (balance) that can be retained in your Banked Leave account. Once vacation is banked, the hours do not expire.

**When Can Banked Leave Be Used?** With your supervisor's approval, banked leave hours may be used whenever you are allowed to use paid leave.

**What If You Terminate Employment?** Unused banked leave hours will be paid to you at your wage rate at termination.

## Resources:

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

**DID YOU KNOW?** If you work only the academic year (Faculty and Academic Staff) Your first payroll, paid on 9-7-23, will be half of your normal biweekly earnings. This is because the 8B pay period runs from 8-13-23 to 8-26-23. The semester started half way through the pay period. This is the reason why the first check is prorated upon this years return. If you have further questions, feel free to reach out to [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu)

**DID YOU KNOW?** If you need any help, reaching out is very easy. You can contact a subject matter expert at [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu) or on campus at [payroll@uww.edu](mailto:payroll@uww.edu). No matter who you contact, we will be sure you get your answers timely and accurately.

## Direct Deposit and W4 Online Forms

Reminder: Direct Deposit and W4 forms can be completed Online, through MyUW student portal, for all student employees. Hard copies can still be submitted. If these forms are not submitted with the hiring packet, effective 7/2/2023, it will be assumed that the student will be submitting these documents Online. Please reach out [hr@uww.edu](mailto: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](mailto:payroll@uww.edu)

## IMMIGRATION

### Attention International Faculty!

Don't forget to email Margaret Wheeler (International Employment and Immigration Specialist; [wheelerm@uww.edu](mailto:wheelerm@uww.edu)) if you would like to attend her free immigration sessions regarding general information about form I-485. She is also available to provide free sessions regarding general information about "green card routes" available outside the university.

### Reminder:

For general Citizen Information, please visit: <https://www.uscis.gov/citizenship/learn-about-citizenship>

## TRAINING AND PROFESSIONAL DEVELOPMENT

### ATP/Workday Update(s)

The recording for the previous Workday Walkthrough "[Introducing Banking and Settlement in Workday](#)" session is now available for all UW faculty and staff to view with a UW login.

The next session "How to Fund Positions in Workday" will host a demonstration about costing allocation assignments. Costing allocations in Workday specify how a worker's position will be funded and for how long.

**When:** Thursday, September 14 from 3:00 – 4:00 p.m.

**Who:** Anyone who enters funding in Human Resource Systems (HRS)

**Where:** [Zoom Webinar](#)

Curious to learn more about ATP/Workday? Visit the [FAQ page!](#)

Save the Date for ATP Workday Updates – November 1, 2023! More information to be in the October newsletter.

### Training & Development:

**Did you know** that Procurement offers many training opportunities? Contact [purchasing@uww.edu](mailto:purchasing@uww.edu) to receive meeting invites to these training sessions.

- ShopUW+ Training every 3rd Wednesday from 1-2 p.m.
- Procurement Training every 3rd Friday from 1:30-3 p.m.
- Drop-in Office Hours every Tuesday 2-3 p.m.

**Other ShopUW+ Essentials** helpful resources:

- On Demand ShopUW+ Essentials [Training by Role](#) (Self Enroll)
- Resources - [Helpful Tip Sheets](#)
- ShopUW+ Essentials [Home page](#)



The Chancellor welcoming our New Hires!

### Check out these collaborations!

- The LEARN Center (led by Sue Wildermuth) and HR teamed up for the New Hire Campus Orientation, which included a 75 minute HR session!
- University Housing teamed up with HR so all campus could participate in the Campus Resource Fair. A huge Thank You to: Maria Glorioso, Kaitlyn McNeil, and Cole Kallio-Crotteau for a fantastic event!

Please email [elmoreg@uww.edu](mailto:elmoreg@uww.edu) for customized trainings, workshops, and team building activities.

# 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 Change:

**\*\*As of 7/1/2023 HR will be passing the charge of CBC's to the hiring department. 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 will be 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!!!** Please make sure you are using the updated form effective **8/1/2023**. Reach out to the HR department if you need updated forms.

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



Both forms can be found on the HR Website <https://www.uww.edu/adminaffairs/hr/forms>  
For additional questions please contact:

**Kate Nagle**

[naglek@uww.edu](mailto:naglek@uww.edu)

## 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.